

Agenda of Ordinary Meeting of Council - Monday, 25 September 2023

commencing at 7pm

Nellie Ibbott Chambers, Ivanhoe Library and Cultural Hub, 275 Upper
Heidelberg Road, 3079



Acknowledgement of the Traditional Custodians

“Banyule City Council is proud to acknowledge the Wurundjeri Woi-wurrung people as Traditional Custodians of the land and we pay respect to all Aboriginal and Torres Strait Islander Elders, past, present and emerging, who have resided in the area and have been an integral part of the region’s history.”

Diversity Statement

“Our community is made up of diverse cultures, beliefs, abilities, bodies, sexualities, ages and genders. We are committed to access, equity, participation and rights for everyone: principles which empower, foster harmony and increase the wellbeing of an inclusive community.”

Apologies and Leave of Absence

Confirmation of Minutes

Ordinary Meeting of Council held 28 August 2023

Disclosure of Interests

1. **Urgent Business**

2. **Petitions**

Nil

Reports

3. **Our Trusted and Responsive Leadership**

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10. General Business

Public Question Time

Closure of Meeting to the Public

That in accordance with Section 66(2)(a) of the *Local Government Act 2020*, Council close the Meeting to members of the public and adjourn for five minutes to allow the public to leave the Chamber prior to considering the following confidential matters:

11. Confidential Matters

- 11.1 Management and Operation of WaterMarc - Finalisation of 2023/2024 Budget and Request for Tender Timelines
- 11.2 Bellfield - Uplift Payment for Crown Condition Removal on Wedge Land
- 11.3 Outcomes from the CEO Employment Matters Committee Meeting - 14 August 2023

Item 11.1 has been designated confidential pursuant to section 3(1)(g) of the *Local Government Act 2020* as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that relates to trade secrets or, if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

Item 11.2 has been designated confidential pursuant to section 3(1)(a) and (g) of the *Local Government Act 2020* as it contains information confidential Council business information, being information that would prejudice Council's position in commercial negotiations if prematurely released. The report also contains information regarding private commercial information, being information provided by a business, commercial or financial undertaking that relates either to trade secrets; or if it was released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

Item 11.3 has been designated confidential pursuant to section 3(1)(f) of the *Local Government Act 2020* as it relates to personnel matters, being information which if it was released would result in the unreasonable disclosure of information about any person or their personal affairs. The information in the report relates to the employment, remuneration and the annual performance review of the Chief Executive Officer.

Matters Discussed in Camera

That all confidential matters and reports related to the above items remain confidential unless otherwise specified.

Closure of Meeting

Live Streaming of Council Meeting

Please note that the Council Meeting will be livestreamed.

The livestream will be available on Council's Facebook and website www.banyule.vic.gov.au

The next Ordinary Meeting of Council will be held on Monday 9 October 2023

3.1 BANYULE CEMETERIES TRUST - OPERATIONS REPORT

Author: Jan Richardson - Cemeteries Administrator, Executive

SUMMARY

1. At its meeting of the 5 December 2022, Banyule Cemeteries Trust resolved as follows:

“That the Banyule Cemeteries Trust:

- *Cease holding separate Cemetery Trust meetings.*
 - *Establish a new custom and practice where Officers present individual reports on the Cemetery Trust maintenance and performance to the Banyule City Council at an Ordinary Council meetings.*
 - *The frequency of reporting to an Ordinary Meeting of Council on Cemetery Trust matters would be in accordance with the Manual for Victorian Class B Cemetery Trusts of a minimum of four (4) times per annum.*
 - *Commence this change in the calendar year commencing January 2023.”*
2. The Operations Report provides an update on the operations of the cemeteries relating to burials and interments of cremated remains and any other issues, such as, grant applications, storm damage, irregular maintenance issues, etc., that may arise and require reporting.
 3. The number of burials and ashes interments for the twelve (12) months from 1 July 2022 to the 30 June 2023 has increased over the previous 2 years.
 4. During the current financial year burials account for 51% of business (74% in 2021/22) and ashes purchases and interments 49% of business (26% in 2021/22).
 5. This trend confirms that the interment of cremated remains has continued to improve with the easing of COVID-19 restrictions.
 6. The Banyule Cemeteries Trust Operations Report is now presented to the Banyule City Council for endorsement.

RECOMMENDATION

That Council:

1. Endorse the Banyule Cemeteries Trust Operations Report; and
2. Notes the Operational Report details, including:

BANYULE CEMETERIES TRUST - OPERATIONS REPORT cont'd

- The number of burials and ashes interments for the twelve (12) months of this financial year has increased over the previous 2 years,
- The interment of cremated remains (ashes) has continued to improve with the easing of COVID-19 restrictions.

COUNCIL PLAN

- This report is in line with Banyule's Council Plan strategy to "Provide good governance, be accountable and make informed decisions based on sound evidence".

BACKGROUND

- The Department of Health appointed the Council of the municipality of the City of Heidelberg to administer ("be Trustees") the Warringal Cemetery on 27 February 1980.
- The Department of Health appointed the Council of the municipality of Shire of Diamond Valley to administer ("be Trustees") the Greensborough Public Cemetery on 1 November 1978.
- The separate Councils were amalgamated in December 1994 and Banyule City Council, as successor at law, assumed the responsibility for administering both cemeteries.
- Prior to amalgamation of Councils in December 1994, all cemetery reports went to an Ordinary Meeting of Council.
- Following Council amalgamations and the appointment of Commissioners in 1994, all reports and meetings of the Cemetery Trust went to a separate meeting.
- Subsequently, the cemeteries were amalgamated into the Banyule Cemeteries Trust.
- At the Banyule Cemeteries Trust meeting of the 5 December 2022, it was resolved as follows:
"That the Banyule Cemeteries Trust:
 1. *Cease holding separate Cemetery Trust meetings.*
 2. *Establish a new custom and practice where Officers present individual reports on the Cemetery Trust maintenance and performance to the Banyule City Council at an Ordinary Council meetings.*
 3. *The frequency of reporting to an Ordinary Meeting of Council on Cemetery Trust matters would be in accordance with the Manual for Victorian Class B Cemetery Trusts of a minimum of four (4) times per annum.*
 4. *Commence this change in the calendar year commencing January 2023".*
- Banyule Cemeteries Trust Operations Report is now presented to the Banyule City Council for endorsement.
- The Operations Report provides an update on the operations of the cemeteries relating to burials and interments of cremated remains and any other issues, such

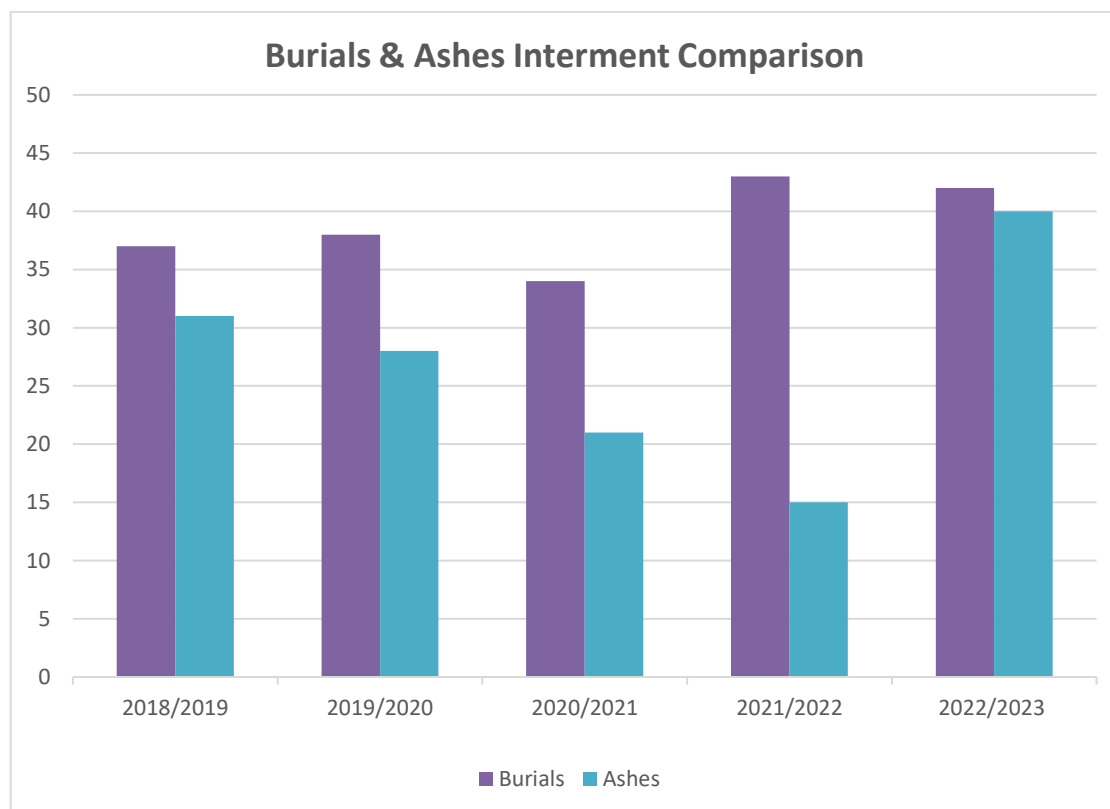
BANYULE CEMETERIES TRUST - OPERATIONS REPORT cont'd

as, grant applications, storm damage, irregular maintenance issues, etc., that may arise and require reporting.

KEY ISSUES

- The number of burials and ashes interments carried out in the twelve (12) months from 1 July 2022 to 30 June 2023 are 82 and this shows a rise over the previous 2 years.
- The total number of burials and ashes interments were 58 in 2021/22, 55 in 2020/21 and 66 in 2019/20 over the same twelve (12) month period.
- A graph showing the number of burials and ashes interments comparison for the past 5 years from 2018/19 through to 2022/23 is shown below:

Graph 1 – Burials & Ashes Interment Comparison



- During the current financial year burials account for 51% of business (74% in 2021/22) and ashes purchases and interments 49% of business (26% in 2021/22).
- This trend confirms that the interment of cremated remains has continued to improve with the easing of COVID-19 restrictions. This is positive as there is still available memorial positions for cremated remains.
- It is important to note that whilst there has been and small increase in burials, this is not a trend per se, and it just demonstrates that there is room for burials for existing graves.

BANYULE CEMETERIES TRUST - OPERATIONS REPORT cont'd

SUPPORTING REPORT DETAILS

Legal Consideration

- There are no direct legal implications arising from the recommendation contained in this report.
- The *Cemeteries & Crematoria Act 2003* and *Cemeteries & Crematoria Regulations 2005* are the primary legislation under which the cemeteries are managed.

Human Rights Charter

- In developing this report to Council, the subject matter has been considered in accordance with the requirements of the *Charter of Human Rights and Responsibilities Act 2006*.
- It is considered that the subject matter does not raise any human rights issues.

Sustainable Procurement Outcomes

- There are no sustainable procurement activities arising from the recommendation contained in this report.

Financial Implications

- There are no financial implication arising from the recommendation contained in this report.

Officer Declaration of Conflict of Interest

- The *Local Government Act 2020* requires members of Council staff, and persons engaged under contract who provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.
- Council officers involved in the preparation of this report have no conflict of interest in this matter.

ATTACHMENTS

Nil

3.2 **BANYULE CEMETERIES TRUST - FINANCIAL STATEMENT**

Author: Jan Richardson - Cemeteries Administrator, Executive

SUMMARY

1. At the Banyule Cemeteries Trust meeting of the 5 December 2022, Council resolved:
“That the Banyule Cemeteries Trust:
 - *Cease holding separate Cemetery Trust meetings.*
 - *Establish a new custom and practice where Officers present individual reports on the Cemetery Trust maintenance and performance to the Banyule City Council at an Ordinary Council meeting.*
 - *The frequency of reporting to an Ordinary Meeting of Council on Cemetery Trust matters would be in accordance with the Manual for Victorian Class B Cemetery Trusts of a minimum of four (4) times per annum.*
 - *Commence this change in the calendar year commencing January 2023.”*
2. As such, Council have now incorporated the Trust reports into Council’s Ordinary Council Meeting.
3. The Financial Statement provides a quarterly update on the financial results of the cemeteries.
4. This report provides a financial update for the twelve (12) months from 1 July 2022 to 30 June 2023.
5. The overall Operating Surplus for the twelve (12) months is \$4,440.
6. The Trust had budgeted for an Operating Loss for the twelve (12) months of \$101,061.
7. The variance is \$105,501 or 104.39% better than budgeted.
8. The basis for the good result is primarily due to an increased number of burials, the sale of a grave in the first quarter of the financial year and the higher than budgeted interest on investments return.
9. The Banyule Cemeteries Trust Financial Statement is now presented to the Banyule City Council meeting for review and endorsement.

RECOMMENDATION

That Council:

1. Endorse the Banyule Cemeteries Trust Financial Statement for the twelve (12) months from 1 July 2022 to 30 June 2023; and

BANYULE CEMETERIES TRUST - FINANCIAL STATEMENT cont'd

2. Notes that the Financial Statement indicates that:

- The overall Operating Surplus for the twelve (12) months is \$4,440.
- The variance is \$93,100 or 48.18% better than budgeted,
- The results detailed are due to an increased number of burials, the sale of a grave in the first quarter of the financial year and the higher than budgeted interest on investments return.

COUNCIL PLAN

- This report is in line with Banyule's Council Plan strategy to "Provide good governance, be accountable and make informed decisions based on sound evidence".

BACKGROUND

- The Department of Health appointed the Council of the municipality of the City of Heidelberg to administer ("be Trustees") the Warringal Cemetery on 27 February 1980.
- The Department of Health appointed the Council of the municipality of Shire of Diamond Valley to administer ("be Trustees") the Greensborough Public Cemetery on 1 November 1978.
- The separate Councils were amalgamated in December 1994 and Banyule City Council, as successor at law, assumed the responsibility for administering both cemeteries.
- Prior to amalgamation of Councils in December 1994, all cemetery reports went to an Ordinary Meeting of Council.
- Following Council amalgamations and the appointment of Commissioners in 1994, all reports and meetings of the Cemetery Trust went to a separate meeting.
- Subsequently, the cemeteries were amalgamated into the Banyule Cemeteries Trust.
- At its meeting of the 5 December 2022, Banyule Cemeteries Trust resolved as follows:

"That the Banyule Cemeteries Trust:

1. Cease holding separate Cemetery Trust meetings.

2. Establish a new custom and practice where Officers present individual reports on the Cemetery Trust maintenance and performance to the Banyule City Council at an Ordinary Council meetings.

3. The frequency of reporting to an Ordinary Meeting of Council on Cemetery Trust matters would be in accordance with the Manual for Victorian Class B Cemetery Trusts of a minimum of four (4) times per annum.

4. Commence this change in the calendar year commencing January 2023."

- The Cemeteries Trust Financial Statement is now presented to the Banyule City Council meetings for review and endorsement.
- The Financial Statement provides a quarterly update on the financial results of the cemeteries.

BANYULE CEMETERIES TRUST - FINANCIAL STATEMENT cont'd

- This report provides a financial update for the twelve (12) months from 1 July 2022 to 30 June 2023.

KEY ISSUES

- The overall Operating Surplus for the twelve (12) months is \$4,440. The variance is \$105,501 or 104.39% better than budgeted.
- The Trust had budgeted for an Operating Loss for the twelve (12) months of \$101,061.
- The Actual Income for the same period is \$286,345. The Income variance is \$93,100 or 48.18% better than budgeted.
- The Actual Expenditure for the same period is \$281,906. The Expenditure variance is \$12,400 or 4.21% under budget.
- The basis for the good result is primarily due to an increased number of burials, the sale of a grave in the first quarter of the financial year and the higher than budgeted interest on investments return.

SUPPORTING REPORT DETAILS

Legal Consideration

- There are no direct legal implications arising from the recommendation contained in this report.
- The *Cemeteries & Crematoria Act 2003* and *Cemeteries & Crematoria Regulations 2005* are the primary legislation under which the cemeteries are managed.

Human Rights Charter

- In developing this report to Council, the subject matter has been considered in accordance with the requirements of the *Charter of Human Rights and Responsibilities Act 2006*.
- It is considered that the subject matter does not raise any human rights issues.

Sustainable Procurement Outcomes

- There are no sustainable procurement activities arising from the recommendation contained in this report.

Financial Implications

- Attached are the Budget v/s Actual financial statements for the twelve (12) months from 1 July 2022 to 30 June 2023.
- Explanations of the results for the financial year to the 30 June 2023 are as follows:

Income Variances

Burial Purchase and Interment	Favourable	\$36,439
Ashes Purchase and Interment	Favourable	\$6,238
Monument and Plaque Fees	Favourable	\$11,819
Vault Purchase and Interment	Unfavourable	(\$2,422)
Interest on Investment and Other Income	Favourable	\$46,686

BANYULE CEMETERIES TRUST - FINANCIAL STATEMENT cont'd

Government Grants	Unfavourable	(\$5,659)
Total Income	Favourable	\$93,100

- Burial purchases and interments are better than budget by approximately \$36,439. This is due the sale of a grave (surrendered in 2021/22 financial year and subsequently on sold in this financial year) and to the Trust having more burials than budgeted.
- Ashes purchases and interments are better than budget by approximately \$6,238.
- Monument and plaque fees are better than budget by approximately \$11,819. This is due to more sales of plaques than budgeted.
- Vault purchases and interments are under budget by approximately \$2,422. This is due to no interments in vaults this financial year.
- Interest on Investment and Other Income are better than budget by approximately \$46,686. This is due to higher interest rates.
- Government Grants are under budget by approximately \$5,659. No grant applications were made so for the year.
- Overall, income is better than budgeted by \$93,100 (48.18%).

Expenditure Variances

Administration	Unfavourable	(\$3,233)
Maintenance	Favourable	\$20,835
Burial Costs	Unfavourable	(\$3,765)
Restorations, Equipment and Other	Favourable	\$2,396
Plaque Placements	Unfavourable	(\$3,832)
Total Expenditure	Favourable	\$12,400

- Administration costs are over budget by approximately \$3,200.
- Maintenance costs are better than budget by approximately \$20,800. This is due to the Contractor Lump Sum for maintenance being slightly less than budgeted because of invoice timing.
- Burial costs are over budget by approximately \$3,700. This due to more burials than budgeted.
- Restorations, Equipment and Other are better than budget by approximately \$2,400. This is due to very little expenditure in this area this year.
- Plaque Placement expenditure is over budget by approximately \$3,800. There have been more plaque placements due to more plaques being ordered, see corresponding Income section above.
- Overall, Expenditure is better than budget by \$12,400 (4.21%).

Capital

- No capital expenditure has been budgeted for this financial year.

BANYULE CEMETERIES TRUST - FINANCIAL STATEMENT cont'd

Officer Declaration of Conflict of Interest

- The *Local Government Act 2020* requires members of Council staff, and persons engaged under contract who provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.
- Council officers involved in the preparation of this report have no conflict of interest in this matter.

ATTACHMENTS

N	Title	Page
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1	Banyule Cemeteries Trust - Income & Expenditure Statement - 1 July 2022 - 30 June 2023	

3.3 **BANYULE CEMETERIES TRUST - ABSTRACT OF ACCOUNTS 2022/23**

Author: Jan Richardson - Cemeteries Administrator, Executive

SUMMARY

1. At the Banyule Cemeteries Trust meeting of the 5 December 2022, Council resolved:
“That the Banyule Cemeteries Trust:
 - *Cease holding separate Cemetery Trust meetings.*
 - *Establish a new custom and practice where Officers present individual reports on the Cemetery Trust maintenance and performance to the Banyule City Council at an Ordinary Council meeting.*
 - *The frequency of reporting to an Ordinary Meeting of Council on Cemetery Trust matters would be in accordance with the Manual for Victorian Class B Cemetery Trusts of a minimum of four (4) times per annum.*
 - *Commence this change in the calendar year commencing January 2023.”*
2. As such, Council have now incorporated the Trust reports into Council’s Ordinary Council meetings.
3. The Banyule Cemeteries Trust is a Class B cemetery.
4. The *Cemeteries and Crematoria Act 2003* requires all Class B cemetery trusts to forward an Abstract of Accounts detailing the financial transactions for that financial year.
5. This Abstract must be signed as correct by two Trust members, one of whom must be the chairperson, and lodged with the Department of Health.
6. LDAssurance are carrying out a review of the Banyule Cemeteries Trust Abstract of Accounts for 2022/23.
7. The Abstract of Accounts 2022/23 document is now presented to the Trust for approval, signing and submission to the Department of Health accordingly.

RECOMMENDATION

That Council:

1. Approve the Abstract of Accounts for Banyule Cemeteries Trust for the period 1 July 2022 to 30 June 2023.
2. Ensure that the Abstract of Accounts is signed and submitted to the Department of Health as required under the legislation following satisfactory completion of the review by LDAssurance.

BANYULE CEMETERIES TRUST - ABSTRACT OF ACCOUNTS 2022/23 cont'd

COUNCIL PLAN

- This report is in line with Banyule's Council Plan strategy to "Provide good governance, be accountable and make informed decisions based on sound evidence".

BACKGROUND

- The Department of Health appointed the Council of the municipality of the City of Heidelberg to administer ("be Trustees") the Warringal Cemetery on 27 February 1980.
- The Department of Health appointed the Council of the municipality of Shire of Diamond Valley to administer ("be Trustees") the Greensborough Public Cemetery on 1 November 1978.
- The separate Councils were amalgamated in December 1994 and Banyule City Council, as successor at law, assumed the responsibility for administering both cemeteries.
- Prior to amalgamation of Councils in December 1994, all cemetery reports went to an Ordinary Meeting of Council.
- Following Council amalgamations and the appointment of Commissioners in 1994, all reports and meetings of the Cemetery Trust went to a separate meeting.
- Subsequently, the cemeteries were amalgamated into the Banyule Cemeteries Trust.
- At its meeting of the 5 December 2022, Banyule Cemeteries Trust resolved as follows:
 - "That the Banyule Cemeteries Trust:
 - Cease holding separate Cemetery Trust meetings.
 - Establish a new custom and practice where Officers present individual reports on the Cemetery Trust maintenance and performance to the Banyule City Council at an Ordinary Council meetings.
 - The frequency of reporting to an Ordinary Meeting of Council on Cemetery Trust matters would be in accordance with the Manual for Victorian Class B Cemetery Trusts of a minimum of four (4) times per annum.
 - Commence this change in the calendar year commencing January 2023."
 - The financial year for cemetery trusts ends on the 30 June.
 - Section 52 of the *Cemeteries and Crematoria Act 2003* requires that an abstract detailing the financial transactions for that year be signed as correct by two Trust members, one of whom must be the chairperson, and be witnessed and lodged with the Department of Health by 1 September of that calendar year.
 - Trusts with earnings or expenditure from \$250,000 to \$1 million (inclusive) must have their financial statements:
 - Prepared in accordance with the Australian Accounting Standards
 - Reviewed in accordance with the Australian Auditing Standards on Review Engagement by a professionally recognised accountant who is a member of the Institute of Chartered Accounts of Australia, or of CPA Australia, or the National Institute of Accountants

BANYULE CEMETERIES TRUST - ABSTRACT OF ACCOUNTS 2022/23 cont'd

- The Department of Health has been notified that the Banyule Cemeteries Trust Abstract of Accounts 2022/23 will be submitted after the 1 September 2023.
- The Department of Health have acknowledged and noted the advice.
- Banyule City Council must finalise the financial results for the whole Council prior to completing the financial results for the Banyule Cemeteries Trust.
- The delay in the finalisation of the cemetery trust year end financial results impacts on the ability of the audit company to complete their review.
- LDAssurance are carrying out the review of the Banyule Cemeteries Trust Abstract of Accounts for 2022/23.
- The Banyule Cemeteries Trust Abstract of Accounts 2022/23 document is now presented to the Banyule City Council meeting for review, signing by two Trust members and lodgement with the Department of Health.

KEY ISSUES

- The annual Abstract of Accounts for Banyule Cemeteries Trust for the period 1 July 2022 to 30 June 2023 has been completed.
- A copy of the Abstract of Accounts is attached.
- The Abstract of Accounts includes the combined figures for Warringal Cemetery and Greensborough Cemetery. The Hawdon Cemetery was never classified as a public cemetery, it was a private cemetery run by the Church of England in Heidelberg and land transferred to Council's care in 1943.
- The review is being carried out by LDAssurance who have carried out the review for at least the past 12 years.

SUPPORTING REPORT

Legal Consideration

- There are no direct legal implications arising from the recommendation contained in this report.

Human Rights Charter

- In developing this report to Council, the subject matter has been considered in accordance with the requirements of the *Charter of Human Rights and Responsibilities Act 2006*.
- It is considered that the subject matter does not raise any human rights issues.

Sustainable Procurement Outcomes

- There are no sustainable procurement activities arising from the recommendation contained in this report.

Financial Implications

- There are no financial implications arising from the recommendation contained in this report.

BANYULE CEMETERIES TRUST - ABSTRACT OF ACCOUNTS 2022/23 cont'd

Officer Declaration of Conflict of Interest

- The *Local Government Act 2020* requires members of Council staff, and persons engaged under contract who provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.
- Council officers involved in the preparation of this report have no conflict of interest in this matter.

ATTACHMENTS

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1	Abstract of Accounts 2022-2023	



3.4 AUDIT & RISK COMMITTEE - BI-ANNUAL REPORT

Author: Paul Wilson - Risk & Assurance Advisor, Corporate Services

SUMMARY

1. The *Local Government Act 2020* (LGA) section 53 requires all councils to establish an Audit Committee.
2. The Committee operates under a Charter determined by Council and based on the best practice guide from Local Government Victoria (LGV). It is an advisory committee of Council.
3. The Audit & Risk Committee's role is to report to the Council and provide appropriate advice and recommendations on matters relevant to its Charter (adopted 5 September 2022) to facilitate decision making by the Council in relation to the discharge of its responsibilities.
4. It is also a requirement of the *Local Government Act 2020* (the Act) for the Audit & Risk Committee to prepare a bi-annual report indicating how the Committee has discharged its responsibilities, as set out in the Audit & Risk Charter, for the previous 6 months.
5. On 4 September 2023, the Committee Chairperson Dr Irene Irvine, met with Councillors to provide an annual update on activities of the committee, and a reflection of her term as committee chair.

RECOMMENDATION

That Council:

1. Adopt the bi-annual report indicating how the Audit & Risk Committee has discharged its responsibilities for the 6-month period 1 December 2022 to 30 May 2023, as required by the *Local Government Act 2020*.
2. Note the tabling of this report was held to allow for the Chairperson to attend 'in person' a Councillor briefing following a request during the Ordinary Council meeting held on 6 February 2023.

COUNCIL PLAN

- This report is in line with Banyule's Council Plan strategy to "Provide good governance, be accountable and make informed decisions based on sound evidence".

BACKGROUND

Bi-Annual Report

- *Local Government Act 2020*, section 54(5) and 54(6) states an Audit and Risk Committee must —

AUDIT & RISK COMMITTEE - BI-ANNUAL REPORT cont'd

- a) prepare a biannual audit and risk report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations; and
- b) provide a copy of the biannual audit and risk report to the Chief Executive Officer for tabling at the next Council meeting.
- The Chief Executive Officer must—
 - a) ensure the preparation and maintenance of agendas, minutes and reports of the Audit and Risk Committee; and
 - b) table reports and annual assessments of the Audit and Risk Committee at Council meetings when required by this Act and when requested by the Chairperson of the Audit and Risk Committee.
- Council recommended during the Ordinary Council meeting held on 6 February 2023 that the current Chairperson, Dr Irene Irvine attend 'in person' to the Councillor briefing prior to the tabling of this report.
- The Audit and Risk Committee Bi-Annual Report (1 December 2022 – 30 May 2023) was adopted by the Committee at its meeting on 23 June 2023 and is now tabled for adoption by Council.

Legal Consideration

- There are no direct legal implications arising from the recommendation contained in this report.

Human Rights Charter

- It is considered that the subject matter does not raise any human rights issues.

Sustainable Procurement Outcomes

- There are no sustainable procurement activities arising from the recommendation contained in this report.

Financial Implications

- There are no financial implication arising from the recommendation contained in this report.

Officer Declaration of Conflict of Interest

- The *Local Government Act 2020* requires members of Council staff, and persons engaged under contract who provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.
- Council officers involved in the preparation of this report have no conflict of interest in this matter.

ATTACHMENTS

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1	Audit Risk Committee Bi-Annual Report - 1 December 2022 to 30 May 2023	

3.5 'IN PRINCIPLE' APPROVAL OF THE FINANCIAL STATEMENTS AND PERFORMANCE STATEMENT FOR THE YEAR ENDED 30 JUNE 2023

Author: Stephen Coulthard - Financial Accounting Co-ordinator, Corporate Services

SUMMARY

1. In line with *Local Government Act 2020 ('The Act')* sections 98-100, Council is required to complete its Annual Report as soon as practicable after the end of the financial year.
2. The Council must pass a resolution giving its 'in principle approval' to the performance and financial statements before officially submitting to the auditor for reporting.
3. The performance and financial statements, in their final form (after any changes recommended or agreed by the auditors), must be certified by two Councillors authorised by the Council, the Chief Executive Officer (CEO) and the Principal Accounting Officer.
4. The Financial Statements and Performance Statement are subject to external audit by the Victorian Auditor General or their contracted agent. The detailed audit of the Financial Statements and Performance Statement for the year ended 30 June 2023 was undertaken by an agent of the Victorian Auditor General during August 2023.
5. The Audit and Risk Committee will hold its meeting on 22 September 2023 to review the Financial Statements and Performance Statement for the year ended 30 June 2023.
6. The Audit and Risk Committee will consider, following audit clearance, its recommendation to Council to approve 'in principle' the Financial Statements and Performance Statement pursuant to Section 99(2) of the Act, prior to formal presentation to the Auditor General.
7. Once the final audit opinion has been received from the Victorian Auditor General's Office, the finalised annual report will be presented to the public at the subsequent Council Meeting.

RECOMMENDATION

That Council:

1. Approve 'in principle' the Financial Statements and the Performance Statement for the year ended 30 June 2023
2. Authorise its Councillor representatives on the Audit and Risk Committee and in their absence any other Councillor as substitute, to sign the Financial Statements and Performance Statement for the year ended 30 June 2023 in

'IN PRINCIPLE' APPROVAL OF THE FINANCIAL STATEMENTS AND PERFORMANCE STATEMENT FOR THE YEAR ENDED 30 JUNE 2023 cont'd

their final forms, after any changes recommended or agreed to by the Victorian Auditor-Generals Office have been made.

3. Upon receipt of the Victorian Auditor General's Audit Reports on the Financial Statements and Performance Statement, a report be prepared as soon as is practicable to adopt and present the Annual Report 2022/23, inclusive of the Report of Operations, Financial Statements and Performance Statement at an Ordinary Council Meeting on 30 October 2023.

COUNCIL PLAN

- This report is in line with Banyule's Council Plan strategy to "Provide good governance, be accountable and make informed decisions based on sound evidence".

BACKGROUND

Annual Report

- Council prepares a report for the community annually on the activities and financial performance of the organisation and is required by the *Local Government Act 2020* to prepare this Annual Report.
- The Annual report comprises:
 - **Report of Operations** - information about the operations of the Council.
 - **Performance Statement** - audited results achieved against the prescribed performance indicators and measures.
 - **Financial Statements** - audited financial statements prepared in accordance with the Australian Accounting Standards.
- The report of operations is a key section of the Annual Report whereby Council makes itself accountable to the community and contains information about the performance of the Council for the financial year.
- The Financial Statements and Performance Statement are subject to external audit by the Victorian Auditor General.
- Section 98-100 of the *Local Government Act 2020* and the Local Government (Planning and Reporting) Regulations 2020 require Council to:
 - 1) Pass a resolution giving its approval, 'in-principle', to the Financial Statements and Performance Statement before they are submitted to the Auditor General.
 - 2) Authorise two Councillors, the Chief Executive Officer and the Principal Accounting Officer to certify the Financial Statements and Performance Statement in their final form, after any changes recommended, or agreed to, by the Auditor have been made.
- The Performance Statement reports the audited results for 2022/23 for the prescribed indicators. In addition to the audited Performance Statement, the

'IN PRINCIPLE' APPROVAL OF THE FINANCIAL STATEMENTS AND PERFORMANCE STATEMENT FOR THE YEAR ENDED 30 JUNE 2023 cont'd

results for a range of other indicators are reported in the Report of Operations as part of the Annual Report.

- The Financial Statements and Performance Statement are required to be audited by the Victorian Auditor General. The bulk of the audit work was undertaken by the Victorian Auditor General's contractor during August 2023.
- The annual report must contain the provisions set out in Section 98 of *Local Government Act 2020* in respect of the financial year reported on.

Audit and Risk Committee

- The Audit and Risk Committee will hold its meeting on 22 September 2023, to review the Financial Statements and Performance Statement.
- Representatives from the agent of the Victorian Auditor General's Office will attend the Audit Committee meeting on 22 September 2023 to provide the Audit Committee members with an overview of the audit to date and answer questions regarding the external audit.
- Subject to draft reports and responses by the Victorian Auditor General's Office agent, the Audit Committee will provide its recommendation to Council to approve the Financial Statements and Performance Statement 'in principle'.

KEY ISSUES

- The Financial Statements and Performance Statement have each been:
 1. prepared by Council staff
 2. reviewed by the Victorian Auditor General's Agent; and
 3. presented to the Audit and Risk Committee.
- Following the Audit and Risk Committee's review and recommendation, Council is required to approve 'in principle' the Financial Statements and Performance Statement for the year ended 30 June 2023 which form part of Council's Annual Report prior to submission to the Auditor-General.
- Upon receipt of the Victorian Auditor General's Audit Reports (on the Financial Statements and Performance Statement) the Annual Report 2022/23, inclusive of the Report of Operations, Financial Statements and Performance Statement, will be presented to Council for consideration at an Ordinary Council Meeting on 30 October 2023.

SUPPORTING REPORT DETAILS

Legal Consideration

- There are no direct legal implications arising from the recommendation contained in this report.

Human Rights Charter

- In developing this report to Council, the subject matter has been considered in accordance with the requirements of the *Charter of Human Rights and Responsibilities Act 2006*.

'IN PRINCIPLE' APPROVAL OF THE FINANCIAL STATEMENTS AND PERFORMANCE STATEMENT FOR THE YEAR ENDED 30 JUNE 2023 cont'd

- It is considered that the subject matter does not raise any human rights issues.

Sustainable Procurement Outcomes

- There are no sustainable procurement activities arising from the recommendation contained in this report.

Financial Implications

- There are no financial implication arising from the recommendation contained in this report.

Officer Declaration of Conflict of Interest

- The *Local Government Act 2020* requires members of Council staff, and persons engaged under contract who provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.
- Council officers involved in the preparation of this report have no conflict of interest in this matter.

ATTACHMENTS

N	Title	Page
o	.	
1	Financial Report Year Ended 2022-2023 - Part 3 of 3 (<i>Under Separate Cover</i>)	
2	Performance Statement Year Ended 2022-2023 - Part 2 of 3 (<i>Under Separate Cover</i>)	

3.6 **PROPERTY TRANSACTIONS REPORT FOR SIX MONTH PERIOD ENDING 30 JUNE 2023**

Author: Gary Mills - Senior Property Officer, City Development

SUMMARY

1. This Report provides information on land and property transactions settled or near settlement in the six-month period from 1 January 2023 to 30 June 2023.
2. This information has been routinely presented to Council bi-annually, in February and August each year.

RECOMMENDATION

That:

1. Council notes property acquired, transferred, exchanged or sold by Council in the preceding six months ending 30 June 2023.

Land Sold / Exchanged

Address	Zone	Description	Area m ²	Price Incl. GST
50 Banyule Road, Rosanna (Banyule Primary School)	GRZ2	Road reserve	472m ²	\$104,000
46A Mountain View Road, Montmorency	GRZ2	Drainage reserve	100m ²	\$55,400
2/141 Waiora Road, Heidelberg Heights	GRZ2	Right of way	96m ²	\$30,600

Land Acquired / Exchanged

Address	Zone	Description	Area m ²	Price Incl. GST
7 Wellington Street, Montmorency	NRZ3	Residential dwelling	739m ²	\$1,250,000
74 Watsonia Rd, Watsonia	GRZ1	Car park	2036m ²	\$800,000

2. Notes a further report will be presented to Council in February 2023 identifying the land and property acquired, disposed, transferred or exchanged by Council in the preceding six months ending 31 December 2023.

PROPERTY TRANSACTIONS REPORT FOR SIX MONTH PERIOD ENDING 30 JUNE 2023 cont'd

COUNCIL PLAN

- This report is in line with Banyule's Council Plan strategy to "Provide responsible management of resources to ensure the financial sustainability of Banyule Council".

BACKGROUND

- At its meeting on 11 July 2016, Council resolved to receive a report identifying all land acquired, disposed, transferred, or exchanged by Council every six months. These reports aim to provide openness and transparency regarding Council property transactions.
- Under section 114 of the *Local Government Act 2020*, Council is required to give public notice of its intention to sell or exchange land and undertake a community engagement process in accordance with its community engagement policy / procedures.
- Additionally, acquisition of property is conducted in accordance with section 112(3) and Council's community engagement policy / procedures.
- Notwithstanding Council's legislative compliance and transparent decision making, it is considered desirable to provide periodic reporting of Council property transactions for public information purposes.

KEY ISSUES

- Five property transactions were settled or nearly settled in the period ending 30 June 2023.
- Table 1 details property sale transactions considered and resolved on by Council.

Address	Zone	Description	Area m²	Council Resolution
50 Banyule Road, Rosanna (Banyule Primary School)	GRZ2	Road reserve	472m ²	29 May 2023 (CO2023/97)
46A Mountain View Road, Montmorency	GRZ2	Drainage reserve	100m ²	30 May 2022 (CO2022/94)
2/141/Waiora Road, Heidelberg Heights	GRZ2	Right of way	96m ²	29 May 2023 (CO2023/98)
7 Wellington Street, Montmorency	NRZ3	Residential dwelling	739m ²	20 Mar 2023 (CO2023/51)
74 Watsonia Rd, Watsonia	GRZ1	Car park	2036m ²	17 Oct 2022 (CO2022/195)

PROPERTY TRANSACTIONS REPORT FOR SIX MONTH PERIOD ENDING 30 JUNE 2023 cont'd

Road Reserve adjacent to 50 Banyule Road, Rosanna (Banyule Primary School)

Sale of a portion of road reserve occupied by the Banyule Primary School at 50 Banyule Road, Rosanna. The road reserve was discontinued and sold to the Minister for Education.



Figure 1: Road reserve sold shown shaded blue

46A Mountain View Road, Montmorency

Sale of part of a Council drainage reserve to adjoining property at 5 St Faiths Road, Montmorency.



Figure 2: Drainage reserve sold shaded yellow

PROPERTY TRANSACTIONS REPORT FOR SIX MONTH PERIOD ENDING 30 JUNE 2023 cont'd

2/141 Waiora Road, Heidelberg Heights

Sale of discontinued road to owner of 2/141 Waiora Road, Heidelberg Heights.



Figure 3: Part of right of way RW223 sold shaded green

7 Wellington Street, Montmorency

Acquisition of residential property to be used for Council community infrastructure purposes. The property is strategically located next to a Council carpark. Public notification of the acquisition was provided on the Banyule Council website on 24 April 2023.



Figure 4: Subject property

PROPERTY TRANSACTIONS REPORT FOR SIX MONTH PERIOD ENDING 30 JUNE 2023 cont'd

74 Watsonia Rd, Watsonia

Acquisition of car park to be used for Council purposes. The site was purchased as a strategic property in connection to the Watsonia Town Square development. As part of the endorsed design, Council will be delivering several public realm benefits in this location. Public notification of the acquisition was provided on the Banyule Council website on 24 April 2023.



Figure 5: Subject property

SUPPORTING REPORT DETAILS

- **Legal Consideration** In undertaking purchase and sale of land transactions, Council is required to comply with provisions in sections 112 and 114 of the *Local Government Act 2020* relating to the giving of public notice and undertaking a community engagement process in accordance with its community engagement policy.
- There are no direct legal implications arising from the recommendation contained in this report.

Human Rights Charter

- In developing this report to Council, the subject matter has been considered in accordance with the requirements of the *Charter of Human Rights and Responsibilities Act 2006*.
- It is considered that the subject matter does not raise any human rights issues.

**PROPERTY TRANSACTIONS REPORT FOR SIX MONTH PERIOD ENDING 30
JUNE 2023 cont'd**

Financial Implications

- Three sale of land transactions generated a net financial return to Council of \$190,000 (incl GST).

Officer Declaration of Conflict of Interest

- The *Local Government Act 2020* requires members of Council staff, and persons engaged under contract who provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.
- Council officers involved in the preparation of this report have no conflict of interest in this matter.

ATTACHMENTS

Nil

3.7 RECORD OF COUNCILLOR MEETINGS

Author: Rachael Hudson - Council Business Officer., Executive

SUMMARY

In accordance with section 60 of *the Local Government Act 2020*, Council at its meeting on 14 November 2022 adopted the Banyule Governance Rules. The Governance Rules, Chapter 6 Miscellaneous requires the Chief Executive Officer to ensure that a summary of the matters that are discussed, meet the following definition:

If there is a meeting of Councillors that:

1. Is scheduled or planned for the purposes of discussing the business of Council or briefing Councillors;
2. Is attended by at least one member of Council staff; and
3. Is not a Council meeting, Delegated Committee Meeting or a Community Asset Committee Meeting

Are tabled at the next convenient Council Meeting and are recorded in the meeting minutes of that Council meeting.

Record of Meetings

1	Date of Meeting:	21 August 2023
	Type of Meeting:	Councillor Briefing 6.34pm-10.50pm
	Matters Considered:	
<ol style="list-style-type: none"> 1. Local Government Inspectorate Presentation 2. Disability Website Update 3. Customer Service Quarterly Update 4. Confidential - Chelsworth Park Pavilion - <i>Cr Peter Dimarelos declared a conflict of interest and left before the item was discussed.</i> 5. The Centre Ivanhoe – Portico Replacement 6. Consultant Cost Report – 2022/23 7. Odenwald Road Bridge, Eaglemont – Safe Pedestrian Access – Project Update 8. Carols by Candlelight 2023 9. Email Signatures (Officers left the room for discussion) 10. Notices of Motions 		
Councillors Present:		
Cr Peter Castaldo Cr Alison Champion Cr Peter Dimarelos (arrived 7.01pm and left 9.16pm) Cr Mark Di Pasquale Cr Rick Garotti Cr Alida McKern Cr Fiona Mitsinikos Cr Elizabeth Nealy		

RECORD OF COUNCILLOR MEETINGS cont'd

Staff Present:	
Allison Beckwith - <i>Chief Executive Officer</i> Darren Bennett – <i>Director Assets & City Services</i> Marc Giglio – <i>Director Corporate Services</i> Krysten Forte – <i>Manager Governance and Integrity</i> Nicole Maslin – <i>Manager Healthy and Active Communities</i> Linda Chapple – <i>Acting Coordinator Governance & Integrity</i> Shawn Neilsen – <i>Manager Advocacy Communication Engagement & Performance</i> Jane Nethercote – <i>Communications Officer</i> Joseph Linnestad – <i>Manager CXP & Business Improvement</i>	
Others Present:	
David Walker – <i>Local Government Inspectorate</i> Daniel Newman - <i>Local Government Inspectorate</i>	
Conflict of Interest:	Confidential - Chelsworth Park Pavilion Cr Peter Dimarelos declared a conflict of interest and left at 9.16pm and was not present for discussion on this item

2	Date of Meeting:	28 August 2023
	Type of Meeting:	Council Meeting Pre-Briefing 5.32pm-6.23pm
	Matters Considered:	
<p>3.1 Advocacy Achievements 2022/23 and Advocacy Priorities for 2023/24 3.2 Financial Management Report - Preliminary June 2023 performance 3.3 Banyule Cemeteries Trust - Victorian Protective Data Security Framework Attestation Obligations 3.4 Release of IBAC's Operation Sandon - Context Setting, Summary of Recommendations & Response to Notice of Motion 3.5 Record of Councillor Meetings 4.1 Carols By Candlelight 2023 4.2 Creative Banyule: Draft Arts and Culture Strategy 2023 - 2031 4.3 Watsonia After Dark Final Report 4.4 Inclusive Banyule Plan - Year 1 Achievements Report 4.5 Draft Resilient and Safe Banyule Framework- update and request for public consultation 6.1 2 & 4 Carlyle Crescent, Bellfield - Proposed Four Storey Apartment Development (P2/2023) 6.2 Bellfield Redevelopment Precinct - Proposed Amended Development Plan (P1654/2021 pt2) 6.3 Planning and Building Activities - January to June 2023 8.1 Inclusive Employment Program 2022/23 FY - End of Program Update 8.2 Access Improvements to the Inclusive Employment Program</p>		
Councillors Present:		
Mayor Cr Peter Castaldo Deputy Mayor Cr Alison Champion Cr Peter Dimarelos – arrived 5.41pm Cr Mark Di Pasquale– arrived 5.34pm Cr Rick Garotti– arrived 5.44pm Cr Alida McKern Cr Fiona Mitsinikos		

RECORD OF COUNCILLOR MEETINGS cont'd

Cr Elizabeth Nealy	
Staff Present: Allison Beckwith - <i>Chief Executive Officer</i> Darren Bennett – <i>Director Assets & City Services</i> Toni Toaldo – <i>Acting Director Corporate Services</i> Natasha Swan – <i>Director City Development</i> Kath Brackett – <i>Director Community Wellbeing</i> Krysten Forte – <i>Manager Governance & Integrity</i> Linda Chapple – <i>Acting Coordinator Governance & Integrity</i> Joel Elbourne – <i>Manager Planning, Building & Municipal Laws</i>	
Others Present:	
Conflict of Interest:	Nil

3	Date of Meeting:	4 September 2023
	Type of Meeting:	Councillor Briefing 6.30pm- 9.40pm
	Matters Considered: 1. Audit and Risk Committee Chair – Biannual Report 2. Alliance for Gambling Reform 3. Governance Rules Review Consultation Discussion 4. Community Ball Invitations (Officers left the room for discussion)	
	Councillors Present: Cr Peter Castaldo Cr Alison Champion Cr Mark Di Pasquale Cr Rick Garotti Cr Alida McKern Cr Elizabeth Nealy	
	Staff Present: Allison Beckwith - <i>Chief Executive Officer</i> Natasha Swan – <i>Director City Development</i> Darren Bennett – <i>Director Assets & City Services</i> Marc Giglio – <i>Director Corporate Services</i> Kath Brackett – <i>Director Community Wellbeing</i> Krysten Forte – <i>Manager Governance & Integrity</i> Linda Chapple – <i>Governance & Integrity Coordinator</i> Carmel Rapacciuolo - <i>Governance Project Officer</i> Jo Wilson - <i>Manager Resilient & Connected Communities</i>	
	Others Present: Rebecca Paterson - <i>Alliance for Gambling Reform</i> Irene Irvine - <i>Audit and Risk Chair</i>	
	Conflict of Interest:	Nil

RECORD OF COUNCILLOR MEETINGS cont'd

RECOMMENDATION

That Council receives and notes the Record of Councillor Meetings report.

ATTACHMENTS

Nil

4.1 DRAFT BANYULE VOLUNTEER POLICY AND MEMORANDUM OF UNDERSTANDING: ENDORSEMENT FOR COMMUNITY CONSULTATION

Author: Laura Cattapan - Community Connections Coordinator, Community Wellbeing

Previous Items

Council on 15 August 2022 (Item 10.1 - Volunteer Guidelines for Friends of Groups who operate on Council owned or managed land)

SUMMARY

1. The purpose of this report is twofold, to respond to a Notice of Motion (NoM) from the 15 August 2022 Council Meeting and to seek Council endorsement for the draft Banyule Volunteer Policy 2023 (**Attachment 1**), for targeted community consultation.
2. In 2021 a scoping exercise and gap analysis was completed to better understand the current state of volunteering in Banyule Council and determine an appropriate approach for Council moving forward.
3. At the 15 August 2022 Council Meeting, Council resolved to receive a report regarding:
 1. *The development of a Banyule Volunteer Framework.*
 2. *Inclusion of guidelines for environmental volunteers working on Council land to be incorporated as a subset of the broader proposed Banyule Volunteer Framework.*
 3. *A process for Council collaboration with the Banyule community, including existing Friends groups and other environmental volunteers to prepare guidelines.*
4. In response to the 2021 audit and the Notice of Motion, the draft Banyule Volunteer Policy 2023, (**Attachment 1**) has been developed to provide Council with a consistent and coordinated approach to engaging and supporting volunteers across the whole organisation and includes Council's Population and Advisory Committee members.
5. The draft Volunteer Policy 2023 also outlines Council's arrangements with volunteer-involving community groups (who have volunteers) operating on Council land and/or in Council facilities. These groups operate independently of Council. Their relationship to Council is supported by various binding documentation.
6. In addition to drafting the Volunteer Policy a separate draft Memorandum of Understanding (MoU) with Banyule Environment Friends of Groups (EFoG), (**Attachment 2**), has been developed as a first step to address the above resolution. The MoU outlines an agreed approach on how EFoG conduct their volunteer activities when operating on Council land and what Council would commit to in supporting this work.

DRAFT BANYULE VOLUNTEER POLICY AND MEMORANDUM OF UNDERSTANDING: ENDORSEMENT FOR COMMUNITY CONSULTATION cont'd

7. The development of guidelines to support volunteer EFoGs will be considered outside of this draft policy, as a next step and could be influenced by Council's draft Urban Forest Strategy going forward.
8. Given the specificity of the draft Volunteer Policy 2023 and the MoU a targeted consultation process is being proposed with key stakeholders in October 2023 to provide an opportunity for key stakeholders to provide feedback.
9. Following consideration of feedback the final draft of both the Volunteer Policy and EFoG MoU will be presented to Council in December 2023 for formal adoption.

RECOMMENDATION

That Council:

1. Endorse the draft Banyule Volunteer Policy 2023, (**Attachment 1**), and the draft Memorandum of Understanding (MoU) Banyule Environmental Friends of Groups, (**Attachment 2**, for targeted community consultation from the 1 October to 31 October 2023.
2. Note that the draft Banyule Volunteer Policy and the draft Memorandum of Understanding (MoU) Banyule Environmental Friends of Groups will be presented to Council following targeted community consultation for adoption in December 2023.

COUNCIL PLAN

- This report is in line with Banyule's Council Plan strategy to "Encourage and support volunteerism within Banyule as an important contributor to the local economy and involvement in community life".

BACKGROUND

- In 2021 a scoping exercise and gap analysis was completed to better understand the current state of volunteering in Banyule City Council and determine an appropriate approach for Council moving forward. At the time the exercise identified that Council manages approximately 150 volunteers, working in diverse placements across the organisation.
- At the 15 August 2022 Council Meeting Council resolved to receive a report regarding:
 1. *The development of a Banyule Volunteer Framework.*
 2. *Inclusion of guidelines for environmental volunteers working on Council land to be incorporated as a subset of the broader proposed Banyule Volunteer Framework.*
 3. *A process for Council collaboration with the Banyule community, including existing Friends groups and other environmental volunteers to prepare guidelines.*

DRAFT BANYULE VOLUNTEER POLICY AND MEMORANDUM OF UNDERSTANDING: ENDORSEMENT FOR COMMUNITY CONSULTATION cont'd

- In response to the 2021 audit and the Notice of Motion, the draft Banyule Volunteer Policy 2023, (**Attachment 1**) has been developed to provide Council with a consistent and coordinated approach to engaging and supporting volunteers across the whole organisation and includes Council's Population and Advisory Committee members. It provides clarity about the rights, responsibilities, and expectations of Council and our appointed volunteers.
- The draft Policy has been developed by drawing on the following information sources:
 - Review of current literature and policy initiatives.
 - Review of volunteer policies from other councils.
 - Consultation with relevant Council staff and/or volunteers.
 - Consultation with members of Population and Advisory Committees.
 - Consultation with relevant external stakeholders, i.e., Banyule Friends of Groups, volunteer led community groups and services/groups engaging volunteers, who operate on Council land or in Council properties.
 - A Gender Impact Assessment
- The draft Policy outlines how Council will meet its obligation in engaging and supporting internal Council volunteers through the establishment of a Volunteer Management Framework (VMF), which includes the development of Volunteer Management Guidelines and Volunteer Induction and Safety Handbook.
- The VMF will apply to current Council volunteer programs and engagement, the establishment of any new programs, and Banyule's Population and Advisory Committees.

KEY ISSUES

Volunteers External to Council

- The draft Volunteer Policy 2023 outlines Council's arrangements with volunteer-involving community groups operating on Council land and/or in Council facilities. These groups operate independently of Council. Their relationship to Council is for the most part supported by various binding documentation. This has been outlined in the draft Policy under section 4.3 Volunteers External to Council.
- There is currently however, no document outlining Banyule's Environmental Friends of Groups (EFoG) relationship with Council, and how this is managed or supported.
- In addition to drafting the Volunteer Policy a separate Draft Memorandum of Understanding (MoU) Banyule EFoG, (**Attachment 2**), has been developed. The MoU outlines an agreed approach on how EFoG conduct their volunteer activities when operating on Council land and what Council would commit to in supporting this work.
- It is important to note that EFoG are volunteer groups as their own entity and are not direct Council volunteers. The MoU outlines the partnership between EFoG and Council when operating on Council land.
- In addition to the draft Volunteer Policy, the MOU would provide clarity around a range of matters sought by the Notice of Motion including:

DRAFT BANYULE VOLUNTEER POLICY AND MEMORANDUM OF UNDERSTANDING: ENDORSEMENT FOR COMMUNITY CONSULTATION cont'd

- Promotion and facilitation
 - Induction
 - Health & Safety
 - Support for volunteers
 - Addressing grievances & complaints raised by volunteers
 - Advocacy for volunteers rights and responsibilities.
- The only gap identified with the recommended approach to the Notice of Motion at this time would be the recruitment of volunteers and the support Council can provide in this space. We currently have no dedicated resource to support the EFoGs.

Guidelines for environmental volunteers

- As part of our early engagement with many EFoG there were concerns expressed regarding the imposition of guidelines with these groups who have been operating in the absence of formal documented arrangements for many years.
- The purpose of the Notice of Motion seeks to achieve an improvement in the support and relationship with our EFoGs, including expanding their membership and participation.
- Given these concerns the development of guidelines to support volunteer EFoGs will be considered outside of this draft policy and MOU, as a next step. It is noted that this could also be influenced by Council's draft Urban Forest Strategy going forward.

Stakeholder Engagement

- The intent of the Draft Volunteer Policy 2023 relates specifically to the following key stakeholders:
 - Council appointed volunteers.
 - Council staff, particularly officers responsible for supervising volunteers.
 - Community members of Council's Population and Advisory Committees.
 - Volunteer-involving community groups operating on Council land and/or in Council facilities, including EFoG.
- Given the specificity of the Draft Volunteer Policy 2023 to key external and internal stakeholders, a targeted consultation process is being proposed.
- Likewise the MOU relates only to EFoGs and targeted consultation would be undertaken in relation to this draft document.

SUPPORTING REPORT DETAILS

Legal Consideration

- There are no direct legal implications arising from the recommendation contained in this report.

DRAFT BANYULE VOLUNTEER POLICY AND MEMORANDUM OF UNDERSTANDING: ENDORSEMENT FOR COMMUNITY CONSULTATION cont'd

Human Rights Charter

- In developing this report to Council, the subject matter has been considered in accordance with the requirements of the *Charter of Human Rights and Responsibilities Act 2006*.
- The Draft Volunteer Policy 2023 relates to Section 18 of the Charter of Human Rights and Responsibilities; Right to take part in public life. Through Council engaging volunteers and support volunteer-involving groups and organisations we are providing opportunities for people to engage in public life within their local community. **Sustainable Procurement Outcomes**
- There are no sustainable procurement activities arising from the recommendation contained in this report.

Financial Implications

- There are no financial implication arising from the recommendation contained in this report.

Innovation and Continuous Improvement

- The Draft Volunteer Policy 2023 will improve on how Council currently manages volunteers. The draft Policy will provide a coordinated and consistent approach to engaging, supporting and supervising Council volunteers.

Community Engagement

Initial Stakeholder Consultation

- During the development of the Draft Volunteer Policy 2023 preliminary consultations were conducted with Council officers responsible for supervising volunteers, or who have a relationship with volunteer-involving community groups operating on Council land and/or in Council facilities. EFoGs were also given the opportunity to provide input into the draft EFoG MoU.

Proposed Targeted Stakeholder Consultation

- The table below outlines the community engagement plan for the Draft Volunteer Policy 2023 and Draft Memorandum of Understanding (MoU) Banyule EFoG:

Stakeholder	Details	Timelines
Council appointed volunteers	<ul style="list-style-type: none">• Council Volunteers will be invited to attend a consultation session to provide feedback on the draft Policy.• Volunteer supervisors to provide the draft Policy via email or hard copy to volunteers for feedback who do not attend the session.	October 1 October to 31 October
Volunteer-involving community groups operating on Council land and/or in Council facilities	<ul style="list-style-type: none">• Council officers who have relationships with volunteer-involving organisations will provide them with the draft Policy via email or a hard copy for feedback.	1 October to 31 October

DRAFT BANYULE VOLUNTEER POLICY AND MEMORANDUM OF UNDERSTANDING: ENDORSEMENT FOR COMMUNITY CONSULTATION cont'd

Members of Council's Population and Advisory Committees	<ul style="list-style-type: none"> • Consultation will occur at Committee meetings, where possible. • Alternatively, Committee members will be emailed the draft Policy for feedback. 	1 October to 31 October
Council's Volunteer Supervisors and other key internal stakeholders	<ul style="list-style-type: none"> • Internal Stakeholder consultation session will be conducted to gain their feedback on the draft policy. 	October
EFoGs	<ul style="list-style-type: none"> • Representatives from Environmental Friends of Groups and Banyule's Climate Action Committee will be invited to attend a consultation session to provide feedback in both the draft Policy and MoU. • Both the Policy and MoU will also be emailed or provided via hard copy to members of the Groups who were unable to attend the session. 	October

- The intent of the Draft Volunteer Policy 2023 relates directly to Council managed volunteer arrangements and the expectations of volunteer-involving community groups operating on Council land and/or in Council facilities. It is not a policy that involves the wider community and therefore it is proposed that this is a targeted community consultation process.

Gender Impact Assessment

- In developing this report, the subject matter has been considered in accordance with the requirements of the *Section 9 of the Gender Equality Act 2020*.
- The gender impact and associated implications of this project were assessed in four steps to guide and prompt thinking and direction, including:
 - Define the issues and challenge assumptions
 - Understand your context
 - Options Analysis
 - Making recommendations
- The draft Policy aims to support equitable outcomes for women and non-binary people engaged in Council volunteer programs. As a result of the Gender Impact Assessment, the following recommendations were made to reduce gender inequality and promote gender equality:
 - Consideration of recruitment processes and flexible working/meeting times to meet the needs of people with caring responsibilities and/or disabilities and the intersection with gender.
 - Equitable volunteering options that meet the needs of diverse people who may volunteer including providing reasonable adjustments to enable inclusion at all levels.



DRAFT BANYULE VOLUNTEER POLICY AND MEMORANDUM OF UNDERSTANDING: ENDORSEMENT FOR COMMUNITY CONSULTATION cont'd

- Council's zero tolerance to sexual harassment and provisions for domestic and family violence support has been included under Health, Safety and Insurance section.
- A Gender Equity Statement.

Officer Declaration of Conflict of Interest

- The *Local Government Act 2020* requires members of Council staff, and persons engaged under contract who provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.
- Council officers involved in the preparation of this report have no conflict of interest in this matter.

ATTACHMENTS

N	Title	Page
○	.	
1	Draft Banyule Volunteer Policy 2023 	
2	Draft Memorandum of Understanding - MoU - Banyule Environmental Friends of Groups 	

5.1 **PROPOSED URBAN FOOD STRATEGY**

Author: Danielle Clarke - Community & Social Planner, Community Wellbeing

Previous Items

Council on 26 June 2023 (Item 5.1 - Draft Urban Food Strategy: Endorsement for Public Exhibition)

Council on 27 June 2022 (Item 8.6 - Adoption of Banyule City Council Budget 2022-2026)

SUMMARY

1. The purpose of this paper is to seek Council's endorsement for the Proposed Urban Food Strategy (**Attachment 1**) and Action Plan (**Attachment 2**) for formal adoption.
2. In the 2022/23 Budget, Council endorsed an initiative to develop an Urban Food Strategy and Framework. This budget was adopted by Council on 27 June 2022.
3. The Urban Food Strategy and Action Plan has been developed after extensive internal and external consultation through a co-design process.
4. An Urban Food Strategy Working Group, consisting of 12 individuals and chaired by Councillor Alida McKern, was established to inform the development of the Urban Food Strategy.
5. Initial community consultation occurred between November 2022 and January 2023. This consultation invited community members, groups and organisations to comment on the current state of Banyule's urban food system, generate ideas and gather initial recommendations for consideration.
6. Over 700 participants engaged in a range of consultation opportunities that included a survey, pop-up community sessions, kitchen table talks and workshops.
7. A public exhibition period of four weeks between July 3rd and August 3rd 2023, invited community members to share feedback on the Draft Urban Food Strategy and Action Plan.
8. Following community feedback, amendments to the draft Urban Food Strategy (**Attachment 1**) and Action Plan (**Attachment 2**) were made to highlight Council's role in local food systems, increase readability of the Strategy, and demonstrate a commitment to evaluation and measuring impact.

RECOMMENDATION

That Council:

1. Having considered the community feedback, Council adopts the final Proposed Urban Food Strategy 2023-2027 (**Attachment 1**) and Proposed Urban Food Strategy Action Plan 2023-2027 Years 1-4 (**Attachment 2**).
2. Note amendments were made to the Proposed Urban Food Strategy (**Attachment 1**) and Proposed Urban Food Strategy Action Plan 2023-2027

PROPOSED URBAN FOOD STRATEGY cont'd

Years 1-4 (**Attachment 2**) following feedback received during the public exhibition period.

COUNCIL PLAN

- This report is in line with Banyule's Council Plan strategy to "Explore and support opportunities for urban farming and community gardens".

BACKGROUND

- Attached to this Report is the inaugural Proposed Urban Food Strategy (the Strategy) for Banyule City Council. The Strategy aims to create a shared understanding of urban food systems, food sustainability, food accessibility and food security across Council, local services, community organisations and residents. It seeks to provide accessible, healthy, sustainable, equitable and inclusive local food systems that are reflective of community needs.
- Learnings through robust consultation and desktop research have guided the development of the Proposed Urban Food Strategy (**Attachment 1**) and Action Plan (**Attachment 2**). The development of these documents has been supported by council officers and the Urban Food Strategy Working Group, chaired by Cr. McKern.
- Consultation opportunities for community and stakeholders throughout the development of the Proposed Urban Food Strategy (**Attachment 1**) and Action Plan (**Attachment 2**) has engaged over 700 people providing opportunities to share their experiences of, barriers to, challenges and opportunities for Banyule's local food systems.
- The public exhibition period provided community with an opportunity to provide feedback on the Proposed Urban Food Strategy and Action Plan and engaged 33 people. Community was invited to rank their priorities across each theme and objective. Additional feedback was provided by some community members on gaps, challenges and readability of the documents. Community members used the public exhibition period to share additional opportunities and aspirations for Banyule's food systems.
 - 78% of respondents agreed that the vision reflects what is important for Banyule's food systems.
 - 69% of respondents agreed that the draft Urban Food Strategy reflects a commitment to creating, celebrating, and enhancing Banyule's food systems.
 - 75% of respondents highlighted the theme of 'Planning for healthy and sustainable food systems' as being very important, whilst 6% of respondents noted 'Good food system governance' as not important.
- Following the feedback through the public exhibition period, amendments to the Proposed Urban Food Strategy (**Attachment 1**) and Action Plan (**Attachment 2**) were identified and altered:
 - Structure of the Proposed Urban Food Strategy to improve flow, readability and connection throughout the document. Findings from

PROPOSED URBAN FOOD STRATEGY cont'd

- consultation are embedded throughout the document under the relevant themes.
- Adjusting language used throughout the Proposed Urban Food Strategy and Action Plan including consistent and plain language, and use of more dot points.
- Inclusion of an 'executive summary/introduction', 'purpose of the strategy', and 'role of Council' sections to help set the scene and articulate Council's role.
- Inclusion of data sources in the Action Plan document to support evaluation and renaming 'evaluation' to 'monitoring our progress'.
- Where community provided commentary on actions and opportunities throughout the public exhibition period, many highlighted the need for an urban farm or community garden. As a result, an additional action 'social marketing campaign' has been included for year 1 to support Banyule's community gardens, urban farms and other food assets in raising their profile, community awareness and participation. The social marketing campaign action was developed in partnership with the Urban Food Strategy Working Group.

Proposed Urban Food Strategy

- The Strategy and Action Plan are guided through five themes with accompanying objectives to celebrate, create and enhance Banyule's local food systems. Themes identified highlight the priorities which will be addressed over the course of implementation of the Strategy. Objectives provide a high-level discourse of actions over the lifespan of the Strategy.
- **Theme 1: An inclusive, connected food community**
 - Objective 1: strengthen dignified access to food across the community
 - Objective 2: celebrate and connect the community through food
 - Objective 3: strengthen connections and participation across the community food sector
 - Objective 4: prioritise First Nations foodways and connections to Country
- **Theme 2: A thriving local food economy**
 - Objective 5: Support shorter supply chains that improve access to produce from Melbourne's food bowl and Victoria's agricultural hinterland
 - Objective 6: Support and diversify Banyule's local food economy
 - Objective 7: Encourage a vibrant, skilled and sustainable food sector
- **Theme 3: Planning for healthy and sustainable food systems**
 - Objective 8: Codesign neighbourhood food retailing environments with the local community
 - Objective 9: Integrate food into planning processes to support residents' access to healthy and affordable foods locally
 - Objective 10: Encourage healthy eating and healthy food environments.
 - Objective 11: Enhance the ecological health of the local food system.
- **Theme 4: Abundant edible landscapes**

PROPOSED URBAN FOOD STRATEGY cont'd

- Objective 12: Expand access to edible food spaces.
- Objective 13: Empower the community to grow, cook, preserve and share food and food knowledge.
- Objective 14: Support local and regional food production.
- **Theme 5: Good food system governance**
 - Objective 15: Demonstrate strong leadership support and engagement.
 - Objective 16: Engage in collaborative governance and engagement with the community.
 - Objective 17: Enable strategic integration and policy cohesion through a whole of Council approach.
 - Objective 18: Ensure effective resourcing, investment and data collection.

Draft Urban Food Strategy Action Plan

- **Attachment 2** (Action Plan) has identified delivery of actions across the lifespan of the Strategy articulating expected delivery year (year 1 – 4) and quick win actions for implementation to begin after adoption of the Strategy.
- Actions have been tested and workshopped with Council Officers from relevant departments to support organisational-wide integration of the Urban Food Strategy implementation. Council's role for each action has been identified and marked as either *Lead, Facilitate, Advocate, or Support*.
- Where applicable, actions have been identified as opportunities for ward specific actions. These actions include:
 - Facilitate partnerships with neighbourhood houses, community gardens and other food organisations to build capabilities to run community cooking and food production workshops.
 - Map and promote existing community gardens and urban farms across the municipality and encourage increased community participation.
 - Explore opportunities for food production and edible landscapes across community spaces.
 - Support urban food initiatives and community events that enhance the visibility of locally accessible food, home growing and food networks with a focus on including networks of older adults.
 - Facilitate a mentoring program, networks or forums for knowledge and resource sharing (for urban farmers and community garden leaders).

KEY ISSUES

- Banyule is a diverse community, with varying levels of secure and affordable access to fresh, healthy food.
- The pandemic highlighted existing social inequalities, increasing reliance on emergency food relief, particularly amongst vulnerable population cohorts.

PROPOSED URBAN FOOD STRATEGY cont'd

- In 2022, cost of living pressures deepened vulnerability to food insecurity, including working families struggling to make ends meet.
- Within the Banyule community, there is a strong desire to work together in creating an urban food system that supports local growers, addresses the challenges of climate change and creates a more equitable, connected community.
- Good food systems planning and governance requires a whole-of-system, whole-of-organisation and whole-of-community approach.
- Banyule's first Urban Food Strategy is an opportunity to respond to community expectations and to provide strategic guidance for implementing targeted initiatives and programs that can create a healthy, sustainable, equitable and resilient food system for all.

SUPPORTING REPORT DETAILS

Legal Consideration

- There are no direct legal implications arising from the recommendation contained in this report.

Human Rights Charter

- Section 38: Public authorities must act compatibly with human rights and give proper consideration to human rights when making decisions.
- In developing this report to Council, the subject matter has been considered in accordance with the requirements of the *Charter of Human Rights and Responsibilities Act 2006*.
- This report demonstrates that Council is taking intentional and meaningful steps to uphold the rights of individuals and communities in the City of Banyule. Specifically, the actions outlined in this report relate to Section 14: The right to freedom of thought, conscience, religion and belief, Section 15: The right to freedom of expression and Section 18: The right to take part in public life.

Gender Impact Assessment

- In developing this report, the subject matter has been considered in accordance with the requirements of the *Section 9 of the Gender Equality Act 2020*.
- The gender impact and associated implications of this project were assessed in four steps to guide and prompt thinking and direction, including:
 - Define the issues and challenge assumptions
 - Understand your context
 - Options Analysis
 - Making recommendations
- The Urban Food Strategy aims to support equitable outcomes for women and non-binary people across the areas of urban food systems, food sustainability, food accessibility and food security. Overall, women still undertake the primary household responsibilities for food purchasing and food preparation. Therefore, the Urban Food Strategy and its proposed action plan are likely to have a

PROPOSED URBAN FOOD STRATEGY cont'd

significant gendered impact. The Gender Impact Assessment identified a number of key intersectional issues that include:

- Women primarily take on the caring responsibilities for people with a disability, ageing family members and people with other chronic illnesses and complex needs. Food accessibility, food security and healthy food options are crucial in meeting these responsibilities.
- Food insecurity in particular can have a serious impact on women and non-binary individuals as they are more likely to face homelessness, family violence, unemployment and poverty.
- Young families where there is only one income earner or that has low income are also significantly impacted by access to low cost, healthy local food options and may require support through food relief services which can have a significant impact on the health and wellbeing of new parents and in particular, new mothers. The current cost of living has broadened the types of family groups and individuals that are being impacted by food security issues.
- Women who are newly arrived in Australia and who may have no or limited English skills can find navigating the food system difficult and adapting to ingredients that they are not familiar with along with cost issues can have a significant impact.

Sustainable Procurement Outcomes

- There are no sustainable procurement activities arising from the recommendation contained in this report.


Financial Implications

- The Strategy's implementation for the first year (Year 1) will be financed from existing budget.
- Years 2-4 projects and priorities will need to be accessed for feasibility and submitted for budget consideration as part of annual budget process when required.

Officer Declaration of Conflict of Interest

- The *Local Government Act 2020* requires members of Council staff, and persons engaged under contract who provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.
- Council officers involved in the preparation of this report have no conflict of interest in this matter.

ATTACHMENTS

N	Title	Page
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1	Proposed Urban Food Strategy 2023-2027	
		

PROPOSED URBAN FOOD STRATEGY cont'd

2 Proposed Urban Food Strategy Action Plan 2023-2027 Years 1-4



5.2 CONTAINER DEPOSIT SCHEME (CDS)

Author: Andrew Croft - Waste Management Coordinator, Assets & City Services

SUMMARY

1. The Victorian Container Deposit Scheme (CDS) is a State Government Program and will commence in November 2023.
2. The CDS Scheme will reward participants with a 10-cent refund for every eligible can, carton and bottle they return. There are a number of options regarding refund collection points, one being a Reverse Vending Machine (RVM).
3. Visy Recycling is the scheme operator for Banyule and have sought assistance from Council for locations on Council land.
4. The following three locations for RVMs on Council land have been identified:
 - o The Mall Carpark
 - o Eaglemont Tennis Club Carpark
 - o Macleod Health and Fitness Centre (YMCA) Carpark
5. It is important to note that there will also be refund collection points on non-Council land.
6. The area required for a RVM is the equivalent to five car parking bays and it is proposed that this land would be managed under a collaborative Council license agreement with Visy Recycling. The State Government has granted an exemption for a planning permit for CDS locations.
7. The State Government will begin promoting the scheme in October 2023 in anticipation for the November launch.

RECOMMENDATION

That Council:

1. Note this report and the commencement of the Container Deposit Scheme (CDS) in November 2023.
2. Endorse entering into a license agreement with Visy recycling for reverse vending machine sites on Council land.

COUNCIL PLAN

- This report is in line with Banyule's Council Plan strategy to "Avoid waste generation and encourage and support the community to achieve zero waste to landfill by 2030".

CONTAINER DEPOSIT SCHEME (CDS) cont'd

BACKGROUND

- The Container Deposit Scheme (CDS) is a State Government initiative set to start in November 2023. The scheme will reward participants with a 10-cent refund for every eligible can, carton and bottle they return.
- CDS will provide shared benefits to the community, environment and economy by delivering:
 - more and better recycling
 - less waste - old containers become new ones
 - less litter - cut by up to half
 - new jobs and economic opportunities across Victoria
- How will it work?
 - You purchase a drink.
 - You return your empty drink container to a refund point.
 - You receive a 10-cent refund for every eligible container you return. You can choose to keep the funds or donate to a participating charity, community group, environmental group, educational organisation or sports group.
 - Your returned container is given a new lease on life. The material is recycled and remanufactured into a new product, saving it from landfill or littering the environment.
- Containers eligible for refund
 - CDS Vic will target beverage containers that most commonly contribute to litter and are often consumed away from home. This includes plastic soft drink bottles, glass beer bottles, soft drinks and alcohol sold in cans, and small fruit juice cartons.



- CDS Vic will be run by a Scheme Coordinator and three Network Operators (Zone Operators). Visy will be the CDS operator for the “North Zone” which includes City of Banyule

CONTAINER DEPOSIT SCHEME (CDS) cont'd



- Options for refund collection points:
 - Reverse vending machines (RMV)
 - Industrial sized deposit locations
 - Over the counter locations (sporting clubs and other community organisations)
- The RVM are high-tech, and each deposit portal can accept all CDS material which avoids needing to queue twice for the return of containers.

Locations for Reverse Vending Machines

- Visy has sought assistance from Council in regard to locations for RVM, note that Council locations will not be the sole locations for RVM, non-Council sites are also being explored by network operators.
- To date, three sites have been identified as suitable for RVM, which typically occupy the space of no greater than five car parking spaces.
 - The Mall Carpark
 - Eaglemont Tennis Club
 - Macleod YMCA Carpark
- It is proposed that the licensing of these sites will be addresses through a collaborative licensing agreement with twelve other Councils and Visy Recycling.

KEY ISSUES

- The Container Deposit Scheme will commence in November 2023 and the Scheme is operated by Recycling Victoria.
- Eligible containers will be worth \$0.10 each, and there are a number of refund location options for scheme participants to dispose of containers and avail of refunds.
- Residents can still dispose of containers in the household Recyclables bin. Containers disposed in this bin area also part of the CDS program.

CONTAINER DEPOSIT SCHEME (CDS) cont'd

SUPPORTING REPORT DETAILS

Legal Consideration

- A provision has been introduced into all Planning Schemes across the State by the Minister for Planning, which allow an exemption from requiring a planning permit for installation of the automated collection points (an area equivalent to five car parks) provided certain criteria are met.
- It is proposed that the licensing of these sites will be addresses through a collaborative licensing agreement with twelve other Councils and Visy Recycling.

Gender Impact Assessment

- A Gender Impact Assessment (GIA) is not required by Council as the CDS program is a State Government project with Council acting as a provider of sites and helping to promote of the program to ensure community awareness.
- As part of the CDS development process Department Energy, Environment and Climate Action (DEECA) provided the community with the opportunity to provide feedback on the draft CDS Regulations and regulatory impact statement.
 - There were 917 responses to the online survey questions and a further 53 written submissions received with DEECA responsible for ensuring that any raised GIA issues were considered.
- The RVMs include CCTV cameras and sensor lights. The Network Operators will be required to monitor the immediate area around the RVMs, collect any illegally dumped rubbish and clean the area to ensure the RVM remain clean and attractive for use.
- The CDS program also includes provision of over-the-counter return locations for containers with the expectation that many businesses, sporting clubs and community organisation will take up this opportunity in Banyule thereby creating a network of return options which are accessible to the entire Banyule community.

Human Rights Charter

- It is considered that the subject matter does not raise any human rights issues.

Sustainable Procurement Outcomes

- There are no sustainable procurement activities arising from the recommendation contained in this report.

Financial Implications

- There are no financial implication arising from the recommendation contained in this report.

Officer Declaration of Conflict of Interest

- The *Local Government Act 2020* requires members of Council staff, and persons engaged under contract who provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.
- Council officers involved in the preparation of this report have no conflict of interest in this matter.

CONTAINER DEPOSIT SCHEME (CDS) cont'd

ATTACHMENTS

Nil

6.1 59 SWANSTON STREET, HEIDELBERG HEIGHTS - COMMENCEMENT OF NOTICE OF INTENTION TO SELL LAND

Author: Kristel Roxas - Property & Strategic Projects Officer, City Development

Ward: Olympia

SUMMARY

1. Council owns the land at 59 Swanston Street, Heidelberg Heights, including the three units on the property.
2. The purpose of this report is to commence the statutory process for sale of the land in accordance with section 114 of the *Local Government Act 2020*.
3. This process entails giving public notice of its intention to sell and undertake a community engagement process in accordance with Council's community engagement policy. Advertising of the sale notice is intended to occur between 2 October 2023 and 30 October 2023.
4. The giving of public notice of Council's intention to sell does not compel Council to sell the Land. Council is merely complying with its statutory obligations under the Act.

RECOMMENDATION

That Council:

1. In accordance with section 114 of the *Local Government Act 2020*, commences the statutory procedures to give public notice of its intention to sell the land at 59 Swanston Street, Heidelberg Heights, and undertakes a community engagement process in accordance with the *Banyule Community Engagement Policy 2021*.
2. Receives written submissions on the proposal and hears from persons who have made a written request to be heard in person or by a party representing them as specified in their submission, at the next available meeting of Council.
3. In the event of no submissions being received in respect of the above property, decide whether or not to sell the land at the next available meeting of Council.
4. Receive a further report on setting the reserve price for the sale of the subject land.
5. Authorise the Chief Executive Officer (CEO) or delegate to sign and seal the necessary documentation at the appropriate time.

COUNCIL PLAN

- This report is in line with Banyule's Council Plan strategy to "Provide responsible management of resources to ensure the financial sustainability of Banyule Council".

59 SWANSTON STREET, HEIDELBERG HEIGHTS - COMMENCEMENT OF NOTICE OF INTENTION TO SELL LAND cont'd

BACKGROUND

- Council owns the land and three units at 59 Swanston Street, Heidelberg Heights (refer to **Figure 1**). The land is 1,123sq.m and is currently subdivided with three townhouses. The land is described on titles V11004 F685, V11004 F686, V11004 F687, and V11004 F688 as Lots 1, 2, 3 and Common Property 1 on Plan of Subdivision 539141B.



Figure 1: 59 Swanston Street, Heidelberg Heights shown in yellow.

- The individual units were purchased in 2017/2018 when it was identified that the two back units were approved and constructed below flood levels and thus uninsurable. Council's intent was always to purchase the land, demolish the non-compliant units, and sell the land with a permit for compliant residential dwellings.
- Council (acting as Vendor) has engaged an architect / town planner to develop the design and independently facilitate the planning permit process. A submission to Council (acting as Responsible Authority) will be made in coming weeks by the engaged architect / town planner for planning determination.
- Once this process is complete, and the current tenants have vacated following appropriate notice periods, demolition of the rear units will occur.
- With design documentation underway, the site is considered surplus to Council requirements and is proposed for sale.
- This report seeks a decision to commence a community engagement process in accordance with section 114 of the *Local Government Act 2020* (the Act), to:
 - Publish a notice of intention to sell on Council's internet site.

59 SWANSTON STREET, HEIDELBERG HEIGHTS - COMMENCEMENT OF NOTICE OF INTENTION TO SELL LAND cont'd

- Undertake a community engagement process in accordance with its community engagement policy – which for this project will include:
 - placing a notice on the site;
 - writing to adjoining property owners;
 - receiving submissions;
 - hearing of submissions; and
 - making a decision and notifying submitters of that decision and the reasons for that decision.
- Obtaining a valuation of the Land which is made not more than six months prior to the sale.
- Any person proposing to make a submission in accordance with the *Banyule Community Engagement Policy 2021* and under section 55 of the Act must do so within 28 days of the publication of this Notice.
- The 28-day submission period will commence on 2 October 2023 and will close at 5pm on 30 October 2023.
- The hearing of submissions and a final decision by the Council will be made at subsequent available meetings of Council.
- If the decision is made at a following Ordinary Meeting of Council to proceed with the sale, an agent will be appointed to facilitate the sale. The proceeds of the sale are intended to ultimately fund the Strategic Property Reserve and future Capital Works projects.
- The giving of public notice of Council's intention to sell does not compel Council to sell the Land. Council is merely complying with its statutory obligations under the Act.

KEY ISSUES

- The Victorian Guidelines for the Sale and Exchange of Council Land (2009) provide that the sale of Council-owned land should be conducted through a public process, unless circumstances justify an alternative method of sale.
- Nevertheless, any sale of Council-owned land should be in the best interest of the community and provide the best result, both financial and non-financial for Council and the community.
- All three units are currently tenanted. The leases are amenable to the timelines of the Notice of Intention to sell (October 2023) and property settlement. Council staff will ensure the appropriate notice is provided to the current tenants and ensure their rights and needs continue to be met during this period.

SUPPORTING REPORT DETAILS

Legal Consideration

- Council is required to give public notice under Section 114 of the *Local Government Act 2020* of its intention to sell any Council land.

59 SWANSTON STREET, HEIDELBERG HEIGHTS - COMMENCEMENT OF NOTICE OF INTENTION TO SELL LAND cont'd

- Public notice is required to be given in accordance with the *Banyule Community Engagement Policy 2021* and Plans pursuant to section 55 of the *Local Government Act 2020*.
- Council is required to give Notice of Intention to Sell to the current tenants of units 1, 2 and 3 at 59 Swanston Street in accordance with the *Residential Tenancies Act 1997* Section 86 (2A)(a)(i).

Human Rights Charter

- In developing this report to Council, the subject matter has been considered in accordance with the requirements of the *Charter of Human Rights and Responsibilities Act 2006*.
- It is considered that the subject matter does not raise any human rights issues.

Sustainable Procurement Outcomes

- There are no sustainable procurement activities arising from the recommendation contained in this report.

Financial Implications

- There are no financial implication arising from the recommendation contained in this report.
- Council will receive a further report on setting the reserve price for the sale of the subject land.

Officer Declaration of Conflict of Interest

- The *Local Government Act 2020* requires members of Council staff, and persons engaged under contract who provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.
- Council officers involved in the preparation of this report have no conflict of interest in this matter.

ATTACHMENTS

Nil

6.2 78-80 HAWDON ST, HEIDELBERG - COMMENCEMENT OF NOTICE OF INTENTION TO SELL LAND

Author: Daniel Fantin - Acting Manager Strategic Properties and Projects, City Development

Ward: Griffin

Previous Items

Council on 29 May 2023 (Item 3.10 - Proposed Sale of 78-80 Hawdon Street, Heidelberg)

SUMMARY

1. Council owns the land at 78-80 Hawdon Street, Heidelberg, publicly referred to as the Hawdon Street Community Hall (or Hawdon Hall)
2. At the time that the Community Hub at Bellfield was planned, Council contemplated relocation of other users into this new facility. This was to occur in conjunction with the subsequent sale of ageing buildings, many of which required considerable maintenance and were not able to meet the requirements of current groups using the buildings. One of the buildings from which users were to be moved was the Hawdon Street Community Hall.
3. The Community Wellbeing team has completed considerable work in identifying suitable alternate locations for current users of the Hawdon Hall and are currently working through options individually with each user to allow ample time for relocation should the sale proceed.
4. At the 29 May 2023 Ordinary Meeting of Council, Council resolved to receive a further report to commence the statutory process for sale of the land at 78-80 Hawdon Street, Heidelberg in accordance with section 114 of the *Local Government Act 2020*.
5. The giving of public notice of Council's intention to sell does not compel Council to sell the Land. Council is merely complying with its statutory obligations under the Act.
6. This process will entail giving public notice of its intention to sell and undertake a community engagement process in accordance with Council's community engagement policy. Advertising of the sale notice is intended to occur between 2 October 2023 and 30 October 2023.

RECOMMENDATION

That Council:

1. In accordance with section 114 of the *Local Government Act 2020*, commences the statutory procedures to give public notice of its intention to sell the land at 78-80 Hawdon Street, Heidelberg and undertakes a community engagement process in accordance with the *Banyule Community Engagement Policy 2021*.

78-80 HAWDON ST, HEIDELBERG - COMMENCEMENT OF NOTICE OF INTENTION TO SELL LAND cont'd

2. Receives written submissions on the proposal and hears from persons who have made a written request to be heard in person or by a party representing them as specified in their submission, at a future meeting of Council.
3. In the event of no submissions being received in respect of the above property, decide whether or not to sell the Land at a future meeting of Council.
4. Receive a further report on setting the reserve price for the sale of the subject land.
5. Authorise the Chief Executive Officer (CEO) or delegate to sign and seal the necessary documentation at the appropriate time.
6. Continues to work with existing user groups on potential relocation options and communicate next steps and project timelines.

COUNCIL PLAN

- This report is in line with Banyule's Council Plan strategy to "Provide responsible management of resources to ensure the financial sustainability of Banyule Council".

BACKGROUND

- Council owns the land and improvements known as Hawdon Hall, 78-80 Hawdon Street, Heidelberg (refer to **Figure 1**).



Figure 1: 78-80 Hawdon Street, Heidelberg. Hawdon Hall shown shaded yellow

- The land is identified as Lot 1 on LP 38617 Vol 8664 Folio 477 and Lot TP 400507 Bol 8664 Folio 467.

78-80 HAWDON ST, HEIDELBERG - COMMENCEMENT OF NOTICE OF INTENTION TO SELL LAND cont'd

- Hawdon Hall has been used as a community centre since its purchase by Council in 1967, accommodating several different user groups. The Hall was originally established as a senior citizens venue but is now used more broadly as a community hall.
- While overall it's in good condition and has been well maintained, it's aging and doesn't offer contemporary facilities to support a wide range of uses. Although there are several different activities in the Hall, it's essentially a single purpose venue for hire so people only visit it for one reason.
- Contemporary community activity spaces are usually co-located or integrated into other facilities, such as a library or services Hub, providing multiple reasons for people to visit a facility, exposing them to a range of opportunities to interact and create social connections.
- Following the completion of the Bellfield Community Hub, the Land is now considered surplus to Council requirements and is proposed for sale.
- This report seeks a decision to commence a community engagement process in accordance with section 114 of the *Local Government Act 2020* (the Act), to:
 - Publish a notice of intention to sell on Council's internet site.
 - Undertake a community engagement process in accordance with its community engagement policy – which for this project will include:
 - placing a notice on the site;
 - writing to adjoining property owners;
 - receiving submissions;
 - hearing of submissions; and
 - making a decision and notifying submitters of that decision and the reasons for that decision.
 - Obtaining a valuation of the Land which is made not more than six months prior to the sale.
- Any person proposing to make a submission in accordance with the *Banyule Community Engagement Policy 2021* and under section 55 of the Act must do so within 28 days of the publication of this Notice.
- The 28-day submission period will commence on 2 October 2023 and will close at 5pm on 30 October 2023.
- If a decision is made to proceed with the sale at a future Ordinary Meeting of Council, a sale strategy will be formulated and carried out in the best interests of the community, providing the best result, both financial and non-financial.
- The giving of public notice of Council's intention to sell does not compel Council to sell the Land. Council is merely complying with its statutory obligations under the Act.

KEY CONSIDERATIONS

- The Victorian Guidelines for the Sale and Exchange of Council Land (2009) provide that the sale of Council-owned land should be conducted through a public process, unless circumstances justify an alternative method of sale.

78-80 HAWDON ST, HEIDELBERG - COMMENCEMENT OF NOTICE OF INTENTION TO SELL LAND cont'd

- Nevertheless, any sale of Council-owned land should be in the best interest of the community and provide the best result, both financial and non-financial for Council and the community.
- Supporting the continued operation of the existing Hawdon Hall community groups is a priority. Council staff have been working one on one with each group to ensure their needs can continue to be met in a suitable relocated facility.

SUPPORTING REPORT DETAILS

Legal Consideration

- Council is required to give public notice under Section 114 of the *Local Government Act 2020* of its intention to sell any Council land.
- Public notice is required to be given in accordance with the *Banyule Community Engagement Policy 2021* and Plans pursuant to section 55 of the Act.

Human Rights Charter

- In developing this report to Council, the subject matter has been considered in accordance with the requirements of the *Charter of Human Rights and Responsibilities Act 2006*.
- It is considered that the subject matter does not raise any human rights issues.

Sustainable Procurement Outcomes

- There are no sustainable procurement activities arising from the recommendation contained in this report.

Financial Implications

- There are no financial implication arising from the recommendation contained in this report.
- Council will receive a further report on setting the reserve price for the sale of the subject land.

Officer Declaration of Conflict of Interest

- The *Local Government Act 2020* requires members of Council staff, and persons engaged under contract who provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.
- Council officers involved in the preparation of this report have no conflict of interest in this matter.

ATTACHMENTS

Nil

7.1 PUBLIC TOILET PLAN REVIEW

Author: Mohammad Rashid - City Assets Coordinator, Assets & City Services

SUMMARY

1. The Banyule Public Toilet Plan (the Plan) sets out a ten-year capital works program and action plan for the provision and management of Council owned and managed public toilets across the municipality.
2. The purpose of this report is to present the review of Council's first Public Toilet Plan adopted in 2018 and seek endorsement for public exhibition.
3. The revised (draft) Public Toilet Plan is a review of the 2018 Public Toilet Plan, and therefore not a completely new document. An action of the original Plan was for it to be reviewed midway through its 10-year timeframe.
4. As part of community consultation, 545 community members provided feedback. 64% of people that participated are women and 85% are more than 35 years old.
5. The Plan sets out a renewal, replacement, and upgrade program; a program for installing new toilet facilities and an action plan for internal stakeholders.
6. A detailed audit of 57 toilets across Banyule was undertaken. Community feedback was also considered to develop these programs.
7. A gap analysis was undertaken, considering proximity to activity centres and open space/parks, as well as community feedback, to identify priority locations for additional toilet facilities. Six new toilets are proposed in the next 10 years.
8. An Action Plan consisting of 39 actions are a combination of carried over actions from the original plan or new actions developed through internal stakeholder consultation and community feedback.
9. The proposed work program requires an estimated \$1.515 million additional funding over the next 10 years.

RECOMMENDATION

That Council:

1. Endorses the draft Public Toilet Plan 2023 (Attachment 1) for a 4-week public exhibition from 27 September 2023 to 26 October 2023 on Shaping Banyule, seeking community feedback prior to adoption.
2. Notes the Community Consultation Report (Attachment 2), which will also be shared with the community on Shaping Banyule.
3. Receives a further report in December 2023 outlining the consultation outcomes, and any proposed changes or additions, together with the proposed Public Toilet Plan for adoption.

PUBLIC TOILET PLAN REVIEW cont'd

COUNCIL PLAN

- This report is in line with Banyule's Council Plan strategy to "Strategically plan, build and renew community assets and facilities that meet current and future service needs and instil a sense of civic pride".

BACKGROUND

- The draft Banyule Public Toilet Plan (**Attachment 1**) sets out a ten-year capital works program and action plan for the provision and management of Council owned and managed public toilets across the municipality.
- The purpose of this report is to present the review of Council's first Public Toilet Plan adopted in 2018 and seek endorsement for public exhibition.
- This review was planned in five stages as follows:
 - Stage 1: Background Review & Toilet Audit
 - Stage 2: Issues and Opportunities Identified
 - Stage 3: Initial Community and Stakeholder Consultation
 - Stage 4: Draft Plan (**Current Stage**)
 - Stage 5: Final Plan
- **KEY ISSUES**The previous Public Toilet Plan was adopted in 2018 and an action of the original Plan was for it to be reviewed midway through its 10-year timeframe.
- The works program included in the previous Plan requires review, based on more contemporary asset information.
- The previous plan also did not consider service gaps or propose any new toilets which are required to meet the expectation of a growing population throughout the municipality.
- The proposed plan recommends upgrade of the existing toilets to a 4 STAR rating, six new toilets and the replacement of ten existing toilets over the next 10 years.

REVISED PUBLIC TOILET PLAN

- The revised Plan is a review of the Public Toilet Plan 2018, and therefore not a completely new document.
- The review has retained the key structure and content of the original Plan, but updated to reflect current data, practices, policies and community input.
- New elements of the revised Plan include:
 - A spatial analysis to identify locations where the installation of new public toilets may be appropriate, based on a walkability assessment.
 - Usage data, utilising people counter sensors.
 - Actions informed by a Gender Impact Assessment.
 - Physical asset condition data in addition to a refreshed functional assessment to inform the renewal program.

PUBLIC TOILET PLAN REVIEW cont'd

- A toilet upgrade program (of minor works) informed by the functional assessment and community feedback.
- The Plan sets out:
 - A renewal, replacement and upgrade program (**Attachment 1 – page 49**).
 - Informed by a detailed audit of 57 toilets across Banyule. This audit included physical condition audit and STAR rating (functional) assessment of each toilet to develop these programs.
 - Community feedback was also considered to develop these programs.
 - Ten existing toilets are proposed for replacement in the next 10 years.
 - An upgrade of existing toilets to 4 STAR rating is also proposed.
 - A program for installing new toilet facilities (**Attachment 1 – page 51**).
 - Informed by a gap analysis, considering proximity to activity centres and open space/parks, as well as community feedback to identify priority locations for additional toilet facilities.
 - Six new toilets are proposed over the next 10 years as the outcome of this exercise.
 - Each project is proposed to be implemented across a two-year period,
 - Year 1 - community consultation, gender impact assessment (GIA) and design
 - Year 2 – construction
 - Siting of new toilets will be identified through community consultation and GIA outlined above.
 - An action plan for internal stakeholders (**Attachment 1 – page 44**).
 - 39 actions have been identified or carried over from the original plan for continuous improvement and better management of Council's public toilets.

SUPPORTING REPORT DETAILS

Legal Consideration

- There are no direct legal implications arising from the recommendation contained in this report.

Human Rights Charter

- In developing this report to Council, the subject matter has been considered in accordance with the requirements of the *Charter of Human Rights and Responsibilities Act 2006*.
- It is considered that the subject matter does not raise any human rights issues.

Sustainable Procurement Outcomes

- There are no sustainable procurement activities arising from the recommendation contained in this report.

PUBLIC TOILET PLAN REVIEW cont'd

Financial Implications

- Financial implications of the proposed capital works program (including replacement, upgrade and new toilets) is summarised below.

Year	Replacement & Upgrade		New Installation		Operating Cost Increase	Variation (Current – Proposed)
	Proposed	Current CWP Allocation	Proposed	Current CWP Allocation		
2024/25	\$525,000	\$575,000	\$30,000	\$0	\$0	\$20,000
2025/26	\$550,000	\$650,000	\$530,000	\$0	\$0	-\$430,000
2026/27	\$550,000	\$550,000	\$535,000	\$0	\$20,500	-\$555,500
2027/28	\$400,000	\$365,000	\$445,000	\$0	\$35,500	-\$515,500
2028/29	\$410,000	\$625,000	\$460,000	\$0	\$42,500	-\$287,500
2029/30	\$420,000	\$710,000	\$480,000	\$0	\$49,500	-\$239,500
2030/31	\$430,000	\$650,000	\$460,000	\$0	\$56,500	-\$296,500
2031/32	\$440,000	\$790,000	\$0	\$0	\$63,500	\$286,500
2032/33	\$450,000	\$770,000	\$0	\$0	\$63,500	\$256,500
2033/34	\$460,000	\$770,000	\$0	\$0	\$63,500	\$246,500
Total	\$4,635,000	\$6,455,000	\$2,940,000	\$0	\$395,000	-\$1,515,000

- Based on the revised Plan, Council will require an estimated \$1.515 million additional funding over the next 10 years. This includes construction of six new toilets throughout the municipality and increased operating costs due to the provision of additional toilet facilities and the upgrade of existing toilets to 4 STAR rating.

Community Engagement

- The revised plan has been prepared following community consultation in April - May 2023, as well as internal stakeholder consultation.
- The following methods of engagement were used for community consultation.
 - Shaping Banyule survey
 - Intercept survey
 - Community Advisory Committees
 - Banyule social media (Instagram and Facebook)
- 545 community members provided feedback. 64% of the people that participated are women and 85% are more than 35 years old.
- The details and outcomes from the community engagement are provided in the Community Consultation Report attached (**Attachment 2**).
- The Community Consultation Report will be made available to the public alongside the draft Public Toilet Plan 2023 during the proposed public exhibition period.
- Subject to Council’s endorsement, the draft Public Toilet Plan 2023 will be posted on Shaping Banyule for a 4-week public exhibition from 27 September 2023 to 26 October 2023. In addition to publishing both attachments to this report, the Shaping Banyule page will provide a summary of the Public Toilet Plan, as well

PUBLIC TOILET PLAN REVIEW cont'd

as location map, the proposed action plan, and Capital renewal, upgrade and new toilet programs as separate documents to ensure the key information within the overall draft plan is easily accessible to the community.

- The public exhibition period will also be publicised through Banyule's social media channels.
- It is planned to report to Council in December 2023 on the consultation outcomes, and any recommended changes or additions, together with the final Public Toilet Plan for adoption.



Gender Impact Assessment

- In developing this report, the subject matter has been considered in accordance with the requirements of the *Section 9 of the Gender Equality Act 2020*.
- The gender impact and associated implications of this project were assessed in four steps to guide and prompt thinking and direction, including:
 - Define the issues and challenge assumptions
 - Understand your context
 - Options Analysis
 - Making recommendations
- As a result of the Gender Impact Assessment, the following recommendations were made to reduce gender inequality and promote gender equality:
 - Undertake consultation and engagement with the local community and conduct a Gender Impact Assessment prior to the development and installation of a new or renewed public toilet.
 - Determine a standard practice for the configuration of cubicles that best achieves a balance between inclusivity, practicality, and value for money.
 - Investigate an alternative approach for the community to send a request to Council by using QR code for cleaning and maintenance of public toilets.

Officer Declaration of Conflict of Interest

- The *Local Government Act 2020* requires members of Council staff, and persons engaged under contract who provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.
- Council officers involved in the preparation of this report have no conflict of interest in this matter.

ATTACHMENTS

N	Title	Page
0	.	
1	Draft Public Toilet Plan 2023 	
2	Community Consultation Report for Reviewing Public Toilet Plan 	

PUBLIC TOILET PLAN REVIEW cont'd

8.1 INCLUSIVE LOCAL JOBS STRATEGY / ACTION PLAN YEAR THREE UPDATE

Author: Jane Nixon - Strategic Development Officer, Community Wellbeing

Previous Items

Council on 14 November 2022 (Item 7.1 - Inclusive Local Jobs Strategy/Action Plan Year Two Update)

Council on 7 February 2022 (Item 3.1 - Inclusive Local Jobs Strategy 2020-2025 Annual Update)

Council on 21 September 2020 (Item 3.2 - Adoption of Inclusive Local Jobs Strategy & Action Plan 2020-2025)

SUMMARY

1. A review of year three (3) of Council's Inclusive Local Jobs Strategy and Action Plan 2020-2025 has been completed (**Attachment 1**).
2. Within the 2022-23 financial year, key initiatives implemented as part of this Strategy and Action Plan have led to the creation of 252 local job outcomes for local people facing barriers to employment.
3. Together with the Social Enterprise Strategy and Action Plan, a total of 333 job outcomes were created in the 2022-23 financial year.
4. This is the third year of the strategy implementation and Council has made significant progress toward the target of '1000 local jobs for people facing barriers to employment by 2025'. A total of 726 job outcomes have been created across both strategies since adopted.
5. Council has commenced the fourth year of the Strategy and Action Plan (**Attachment 2**).

RECOMMENDATION

That Council:

1. Notes the achievements of year three of the Inclusive Local Jobs Strategy and Action Plan 2020-2025.
2. Receive an annual report in September or October 2024 with an update regarding year four achievements of the Inclusive Local Jobs Strategy and Action Plan 2020-2025.

COUNCIL PLAN

- This report is in line with Banyule's Council Plan strategy to "Create inclusive employment opportunities within Banyule Council workforce for people facing barriers to employment".

**INCLUSIVE LOCAL JOBS STRATEGY / ACTION PLAN YEAR THREE UPDATE
cont'd**

BACKGROUND

- Council adopted the Inclusive Local Jobs Strategy and Action Plan 2020-2025 in September 2020. The Strategy and Action Plan embeds and builds on the momentum and strategic leadership of Council's existing efforts to innovatively address inequalities of access to employment and stimulate local job outcomes for local people experiencing barriers to employment.
- Collectively, the Inclusive Local Jobs Strategy and Social Enterprise Strategy, pioneer a new model for place-based community and economic development led by the local government sector, and set a new aspirational target of achieving 1000 local job outcomes for people experiencing barriers to employment by 2025.

KEY ISSUES

- A review of year three of Council's Inclusive Local Jobs Strategy and Action Plan 2020-2025 has been completed. This report highlights the key achievements of the Inclusive Local Jobs Strategy and Action Plan in the 2022-23 financial year (**Attachment 1**).
- This is the third year of the strategy implementation and Council has made significant progress toward the target of '1000 local jobs for people facing barriers to employment by 2025'.
- Within the 2022-23 financial year, key initiatives implemented as part of this Strategy and Action Plan have led to the creation of 252 local job outcomes for local people facing barriers to employment.
- Together with the Social Enterprise Strategy and Action Plan, a total of 333 job outcomes were created in the 2022-23 financial year. Since strategy adoption, 726 job outcomes have been created across both strategies.
- Some key deliverables and outcomes achieved were:
 - Council's Inclusive Employment Program was successfully delivered in the 2022-23 financial year; with 27 local job outcomes achieved.
 - The Inclusive Jobs Service and the Local Jobs Fund continued to deliver employment outcomes, providing practical support and resources for local businesses and community organisations to build their inclusive employment practices.
 - The First Nations Job Fair was held in October 2022, in collaboration with Whittlesea and Darebin Councils. First Nations people were supported and assisted through applications and/or registrations on the day to move forward into sustainable employment or education. The job fair featured 30 stalls, primarily from Aboriginal-owned businesses, and supported around 100 attendees.
 - The Inclusive Employment Program Toolkit which was launched in July 2021 continues to create positive outcomes. The toolkit provides resources and templates to support Councils to implement the program in their own region. Casey City Council and Whittlesea City Council have implemented the program and collectively created 7 employment outcomes.
 - Council successfully partnered with State Government to deliver the Jobs Victoria Advocate Program. The second year of the Jobs Victoria

**INCLUSIVE LOCAL JOBS STRATEGY / ACTION PLAN YEAR THREE UPDATE
cont'd**

Advocate (JVA) Program has been successful in providing local individuals with employment support, as well as linking them in with potential employers and other employment pathways. Over the duration of the program, the JVA team provided 4870 interactions of support to job seekers. The State Government funding of the JVA program concluded June 2023 and the program has ceased.

- Council has commenced the fourth year of the Strategy and Action Plan (**Attachment 2**).
- Council's commitment to the Inclusive Local Jobs Strategy and Action Plan continues to be critical, particularly as part of supporting access to employment across Banyule's community. As part of Council's ongoing evaluation of the Inclusive Local Jobs Strategy & Action Plan, Council commits to conducting an annual review of the achievements of this strategy.

SUPPORTING REPORT DETAILS

Legal Consideration

- There are no direct legal implications arising from the recommendation contained in this report.

Human Rights Charter

- In developing this report to Council, the subject matter has been considered in accordance with the requirements of the *Charter of Human Rights and Responsibilities Act 2006*.
- This report has considered the rights of those individuals in community facing barriers to employment, which in Banyule includes young people, people with a disability, Aboriginal & Torres Strait Islander people, those from culturally and linguistically diverse backgrounds, older individuals, and LGBTIQ+ people.

Sustainable Procurement Outcomes

- Items procured by Council for any of the key initiatives in the implementation of the Inclusive Local Jobs Strategy and Action Plan will be sought from social benefit and or local suppliers where possible.

Financial Implications

- There are no financial implications arising from the recommendation contained in this report.

Innovation and Continuous Improvement



- Banyule's Inclusive Local Jobs Strategy and Action plan demonstrates an innovative approach to supporting local jobs for people experiencing barriers to employment and the meaningful impact local government can have in this space. Key initiatives within the Action Plan are approached with a continuous improvement model; adjusting to the needs of community, taking learnings, and building on success from previous years; with key initiatives adapted as required year-by-year.

**INCLUSIVE LOCAL JOBS STRATEGY / ACTION PLAN YEAR THREE UPDATE
cont'd**

Officer Declaration of Conflict of Interest

- The *Local Government Act 2020* requires members of Council staff, and persons engaged under contract who provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.
- Council officers involved in the preparation of this report have no conflict of interest in this matter.

ATTACHMENTS

N	Title	Page
0	.	
1	Inclusive Local Jobs Strategy and Action Plan Year 3 Annual Report  2022-2023 financial year	
2	Inclusive Local Jobs Action Plan 2020-2025 - Year 4 	

8.2 **SOCIAL ENTERPRISE STRATEGY / ACTION PLAN YEAR THREE UPDATE**

Author: Jane Nixon - Strategic Development Officer, Community Wellbeing

Previous Items

Council on 14 November 2022 (Item 7.2 - Social Enterprise Strategy/Action Plan Year Two Update)

Council on 7 February 2022 (Item 3.2 - Social Enterprise Strategy 2020-2025 Annual Update)

Council on 21 September 2020 (Item 3.1 - Adoption of Social Enterprise Strategy & Action Plan 2020-2025)

SUMMARY

1. A review of year three (3) of Council's Social Enterprise Strategy and Action Plan 2020-2025 has been completed (**Attachment 1**).
2. Within the 2022-23 financial year, key initiatives implemented as part of this Strategy and Action Plan have led to the creation of 81 local job outcomes for local people facing barriers to employment.
3. Together with the Inclusive Local Jobs Strategy and Action Plan, a total of 333 job outcomes were created in the 2022-23 financial year.
4. This is the third year of the strategy implementation and Council has made significant progress toward the target of '1000 local jobs for people facing barriers to employment by 2025'. A total of 726 job outcomes have been created across both strategies since adopted.
5. Council has commenced the fourth year of the Strategy and Action Plan (**Attachment 2**).

RECOMMENDATION

That Council:

1. Notes the achievements of year three (3) of the Social Enterprise Strategy and Action Plan 2020-2025.
2. Receive an annual report in September or October 2024 with an update regarding year four achievements of the Social Enterprise Strategy and Action Plan 2020-2025.

COUNCIL PLAN

- This report is in line with Banyule's Council Plan strategy to "Lead as a social enterprise capital of Victoria by encouraging innovative social enterprises to set-up their operations and offices within the City of Banyule".

**SOCIAL ENTERPRISE STRATEGY / ACTION PLAN YEAR THREE UPDATE
cont'd**

BACKGROUND

- Council adopted the Social Enterprise Strategy & Action Plan 2020-2025 in September 2020.
- The Strategy and Action Plan represent an innovative approach to ensure Banyule's inclusive growth is supported by thriving and sustainable social enterprises, through stronger partnerships between Banyule Council, the social enterprise sector and the broader business sector.
- Collectively, the Social Enterprise Strategy and Inclusive Local Jobs Strategy, pioneer a community based and individualised support model for people facing barriers to employment, and set a new aspirational target of achieving 1000 local job outcomes for people experiencing barriers to employment by 2025.

KEY ISSUES

- A review of year three of Council's Social Enterprise Strategy and Action Plan 2020-2025 has been completed. This report highlights the key achievements of the Social Enterprise Strategy and Action Plan in the 2022/23 financial year (**Attachment 1**).
- This is the third year of the strategy implementation and Council has made significant progress toward the target of '1000 local jobs for people facing barriers to employment by 2025'.
- Within the 2022-23 financial year, key initiatives implemented as part of this Strategy and Action Plan have led to the creation of 81 local job outcomes for people facing barriers to employment.
- Together with the Inclusive Local Jobs Strategy and Action Plan, a total of 333 job outcomes were created in the 2022-23 financial year. Since strategy adoption, 726 job outcomes have been created across both strategies.
- Some key deliverables and outcomes achieved were:
 - For Change Co. at Bellfield Community Hub commenced operations in December 2022, providing training and employment opportunities to local people who are experiencing or at-risk of homelessness.
 - Now and Not Yet Social Brew at Rosanna Train Station commenced trading in May 2023, creating employment and training opportunities for locals facing barriers to entering the job market.
 - Araluan Chancez Café and Open House Whispers Café at Ivanhoe Library and Cultural Hub continue to create strong outcomes and are supported by the Social Enterprise Partnership Program.
 - Council's Social Enterprise Support service provided 43 appointments and advice for social enterprise support with existing and emerging social enterprises in Banyule.
 - Council successfully supported the establishment of the northern region network with the Social Enterprise Network of Victoria (SENVIC) to provide professional development and capacity building opportunities to inclusive and social enterprises in the Banyule region. The Social Enterprise Officer supported SENVIC to hold the 'Launch in the North Event' hosted at For Change Co. in Bellfield. The purpose of the network

**SOCIAL ENTERPRISE STRATEGY / ACTION PLAN YEAR THREE UPDATE
cont'd**

is to connect social entrepreneurs, councils, innovators and community leaders across Northern metropolitan Melbourne and beyond collaborate to drive social impact.

- Council has developed sustainable procurement templates and tender questions for contract managers to use in tenders and requests for quotes to target relevant sustainable procurement KPIs in future spend. This will help Banyule staff engage social enterprises.
- Currently there are 30 social enterprises and four Indigenous businesses in Banyule's supply chain.
- Council has commenced the fourth year of the Strategy and Action Plan (**Attachment 2**).
- Council's commitment to the Social Enterprise Strategy and Action Plan continues to be critical. As part of Council's ongoing evaluation of the Social Enterprise Strategy and Action Plan, an annual review of the fourth year of its implementation will be completed following the 2023/24 financial year.

SUPPORTING REPORT DETAILS

- **Legal Consideration** There are no direct legal implications arising from the recommendation contained in this report.

Human Rights Charter

- In developing this report to Council, the subject matter has been considered in accordance with the requirements of the *Charter of Human Rights and Responsibilities Act 2006*.
- This report has considered the rights of those individuals in community facing barriers to employment, which in Banyule includes young people, people with a disability, Aboriginal & Torres Strait Islander people, those from culturally and linguistically diverse backgrounds, older individuals, and LGBTIQ+ people.

Sustainable Procurement Outcomes

- Items procured by Council for any of the key initiatives in the implementation of the Social Enterprise Strategy and Action Plan will be sought from social benefit and or local suppliers where possible.

Financial Implications

- There are no financial implications arising from the recommendation contained in this report.

Innovation and Continuous Improvement

- Key initiatives of the Social Enterprise Strategy and Action Plan are innovative in their approach of supporting local social enterprises to create economic opportunities for local people facing barriers to work. Banyule Council works in strong partnership with the local community through an evidenced based approach. In implementing this Strategy and Action Plan, work is continually reviewed to enable continuous improvement and best practice; this includes



**SOCIAL ENTERPRISE STRATEGY / ACTION PLAN YEAR THREE UPDATE
cont'd**

adapting the annual action plan year-by-year as required in response to community needs, emerging opportunities and challenges.

Officer Declaration of Conflict of Interest

- The *Local Government Act 2020* requires members of Council staff, and persons engaged under contract who provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.
- Council officers involved in the preparation of this report have no conflict of interest in this matter.

ATTACHMENTS

N	Title	Page
o		
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1	Social Enterprise Strategy and Action Plan Year 3 Annual Report ~ 2022-  23 financial year	
2	Social Enterprise Action Plan 2020-2025 - Year 4 	

9.1 **ABANDONED SHOPPING TROLLEYS**

Author: Cr Peter Dimarelos

TAKE NOTICE that it is my intention to move:

That Council:

1. Note the current issues and challenges faced across the Banyule Community regarding the impacts abandoned shopping trolleys.
2. Request that an officer report be presented back on or before December 2023 providing Council with information regarding:
 - (a) The current approach that Council takes in relation to dealing and managing the increase in abandoned shopping trolleys across the municipality.
 - (b) What options can Council take, if any, to work with shopping centres to reduce instances of abandoned shopping trolley.
 - (c) What existing policy position or strategy is in place that provides guidance to the community, shopping centres and Council on the management of abandoned trolleys.
 - (d) What alternatives to a policy position could Council consider, if Council does not have a set policy or strategy on abandoned shopping trolleys and how this may be informed in line with strategies that other local government agencies employ to manage the issue of abandoned shopping trolleys across Victoria.
 - (e) Understand what, if any, statutory powers Council's Authorised Officers have under Councils Local Law No. 1 (2015) in relation to compliance and enforcement activity of abandoned shopping trolleys.
 - (f) What proactive advocacy and communication strategies and does Council use to advertise the impacts and issues relating to abandoned shopping trolleys across the municipality.

Abandoned trolley challenges.

- Some supermarket chains seek to manage the issue of trolleys being taken from stores through mechanisms like lockable wheels. However, there are a number of trolleys that are abandoned within a radius of stores. This is more evident around large centres such as Greensborough and Northland.

ABANDONED SHOPPING TROLLEYS cont'd

- Chains offer a variety of opportunities for residents to report abandoned trolleys through phone 'apps' (Trolley Tracker), through store websites or direct calls to stores. The approach will vary between chains. Residents reporting abandoned trolleys to council are encouraged to report instances through the relevant channels.
- Supermarkets often experience a turnover of trolley collection contractors and when undertaking collection, they often only collect trolleys located within supermarket carparks and not beyond within neighbouring streets within the vicinity of the supermarket.
- Banyule's General Local Law No 1 (2015) (section 5.17), recognises that the person dumping or abandoning a shopping trolley on any road or Council Land to be the offender, not the supermarket making it difficult to hold persons accountable for the dumping as they must be caught at the time of dumping or abandoning the trolley.

Recent initiative to respond to abandoned trolleys.

- In June 2023, the Municipal Laws & Public Assets team have written to all supermarkets within the municipality to raise awareness of the dumping challenges and to seek cooperation with their trolley collection contractors to undertake a more frequent collection service that includes surrounding streets within the vicinity of the supermarket. Supermarkets have been warned that should collections fail to take place that trolleys will be impounded and that release fees will be incurred.
- The 'Trolley Tracker' app has been promoted in the Banyule Banner.
- Municipal Laws Officers conduct proactive patrols of hotspot locations, respond to community reports of dumped trolleys and engage with supermarkets to arrange immediate collection of dumped and abandoned trolleys daily.
- A contractor has now been engaged to undertake rapid response impound of shopping trolleys within hotspot locations where chains fail to address hotspot dumping.

CR PETER DIMARELOS

ATTACHMENTS

Nil

9.2 COMMUNITY INFRASTRUCTURE OPPORTUNITIES AT PUBLIC SCHOOLS

Author: Cr Rick Garotti

TAKE NOTICE that it is my intention to move:

That Council:

1. Notes the current need for increased community infrastructure as demonstrated in the Banyule Community Infrastructure Plan endorsed by Council on 26 June 2023.
2. Notes that Council has demonstrated success of community infrastructure partnerships with the State Government at public secondary schools benefiting both the local school community and wider community at Banyule, notably at Nets Stadium at Macleod Secondary College and sporting infrastructure at Greensborough Secondary College.
3. Notes there is an opportunity to explore if further shared infrastructure between the Education Department and Banyule Council exist across Banyule.
4. Request that an officer report be presented back to Council by the end of October 2023 providing Council with information regarding:
 - (a) Current opportunities that exists to meet community infrastructure needs with facility upgrades at Banyule's public secondary and primary schools, detailing type of infrastructure opportunities, upgrade and redevelopment costs and community and school benefits achieved through investment.
 - (b) Advocacy opportunities for future State Government budgets for these facility upgrades with a shared funding model between both State Government and Banyule Council.
 - (c) A proposed program of works that could be considered within future budgets with a consideration of seeding funding from Banyule Council to stimulate State Government investment opportunities, over a number of years.

Explanation

- Community Infrastructure is integral to improving the health and wellbeing and quality of life for residents.

**COMMUNITY INFRASTRUCTURE OPPORTUNITIES AT PUBLIC SCHOOLS
cont'd**

- Community Assets and Facilities is one of the six priority themes in the Banyule Community Vision 2041 with the following objective:

“As custodians of our community assets, facilities, and services, we work to ensure that they are affordable, sustainable, evenly distributed, safe and accessible for all ages and abilities and designed to provide meaningful experiences and connections.
- In planning for appropriate Community Infrastructure now and into the future Council endorsed a Community Infrastructure Plan on 26 June 2023.
- Part of the plan identifies the various roles that Council plays in Community Infrastructure, including the identification as ‘Partner’, where we collaborate with residents, services, and other levels of government to meet the needs of our community.
- In today’s fiscal environment it is important that partnerships are continued to be sort and public-school infrastructure presents this opportunity. Council has demonstrated success with shared community infrastructure on public school land, notably with Nets Stadium at Macleod College and the recent inclusion of sporting infrastructure at Greensborough College.
- These shared arrangements provide opportunities for upgraded facilities for school use and agreements in place for community use after school hours. Infrastructure costs have been shared between both State and Local Government and Service Use Agreements in place for maintenance responsibilities and use.
- This is an opportune time to explore if other public secondary and primary schools in Banyule present any future partnerships for both school and community use, shared funding across different levels of government with wider benefit and return on investment.

CR RICK GAROTTI
GrimshawWard

ATTACHMENTS

Nil